



Fiscal Year 2017 National Training and Technical Assistance Cooperative Agreements (NCAs) Funding Opportunity Announcement (HRSA-17-058)

Technical Assistance Presentation

Technical Assistance Website:

<http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html>



HRSA
Health Resources & Services Administration

Agenda

- **Funding Opportunity Overview**
- **Submission Process**
- **Application Requirements**
- **Reminders and Resources**

FUNDING OPPORTUNITY OVERVIEW

Overview

- **Health centers provide access to comprehensive, culturally competent, quality primary health care services to the Nation's neediest populations.**
 - Nearly 1,400 health centers operate more than 9,800 sites.
 - In 2015, health centers provided care to more than 24 million patients.
- **NCA's provide national training and technical assistance (T/TA) to existing and potential health centers to improve operational and clinical outcomes. T/TA is provided both directly and through coordinated activities with other HRSA-supported T/TA providers:**
 - Primary Care Associations (PCAs)
 - Health Center Controlled Networks (HCCNs)
 - Other NCAs

NCA Funding Purpose

NCA funding will support the provision of T/TA to health centers nationwide through:

- Development and dissemination of promising practices,
- Facilitation of trainings,
- Coordination of T/TA activities, and
- Other T/TA activities to: (1) address issues and trends affecting health centers and (2) advance HRSA priorities.

T/TA Audiences

- **T/TA supported by NCA funding must be made available to all existing and potential health centers.**
 - **Existing health centers:** Health Center Program award recipients and look-alikes.
 - **Potential health centers:** Organizations that are applying for or seeking information about applying for a Health Center Program award or look-alike designation.
- **T/TA must be accessible without regard to health center award or designation status, NCA membership status, or location.**
 - Resources should be accessible to the widest health center audience possible, which may include webinars and recordings.

Cooperative Agreement Overview

- **What is a cooperative agreement?**
 - A cooperative agreement, as opposed to a grant, is an award that requires substantial involvement between HRSA and the recipient throughout the project period.
- **The NCA FOA outlines (in Section II.1):**
 - HRSA's involvement in the cooperative agreement, and
 - The cooperative agreement award recipient's responsibilities.
- **Refer to the HHS Grants Policy Statement for more information on cooperative agreements and grants:**
<http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>

FY 2017 NCA FOA Highlights

- **Approximately \$18.5 million available annually to fund approximately 19 recipients.**
 - Applicants may apply for a funding amount that is equal to or less than the maximum amount permitted for the NCA type selected.
 - See Summary of Funding section of NCA FOA for funding amounts.
 - Contact bphcnca@hrsa.gov for information on the annual level of funding allowable for the proposed NCA type.
- **Project Period:** Up to 3 years (July 1, 2017 – June 30, 2020)
- **Applications are due in Grants.gov:** December 12, 2016 at 11:59 p.m. EST
- **Applications are due in EHBs:** January 23, 2017 at 5:00 p.m. EST
- **Awards will be announced by July 1, 2017**

Summary of Changes

- **Goals and Metrics were modified or added in the Project Work Plan form.**
- **Some NCA types are categorized differently than in previous FOAs.**
 - For example, the Medical-Legal Partnerships NCA type falls under the Health Center Development Areas category, and is no longer considered a Vulnerable Populations NCA type.
- **HRSA will conduct a site visit for each NCA during the project period.**

Eligible Applicants

- **Public or private, non-profit, or for-profit entities, including tribal and faith-based organizations, that can provide T/TA nationally to existing and potential health centers.**
 - Applicants can only apply to provide T/TA as one pre-defined NCA type listed on Form 1A in the EHBs NCA application and in the NCA FOA.
 - Applicants may only submit one application for Health Center Program training and technical assistance funding in FY 2017 (across both the NCA and PCA FOAs).
- **New organizations and organizations currently receiving NCA funding may submit applications.**

Eligible Applications

- **To be considered eligible, applications must:**
 - Include all forms and documents indicated as “required for completeness” in Table 1 in the NCA FOA,
 - Submit a complete Project Work Plan form and Project Narrative attachment with responses in the Need, Response, Collaboration, Evaluative Measures, and Resources/Capabilities sections, and
 - Not exceed the maximum allowable funding request for the NCA type selected.
- **You cannot apply on behalf of another organization. The applicant organization is expected to perform a substantive role in the project.**
- **See full eligibility criteria in Section III.3 of the NCA FOA.**

NCA Program Requirements

- **Required Goals and corresponding Metrics specific to each NCA type are outlined in Appendix B of the NCA FOA.**
- **NCA types fall into three main categories:**
 - Special and Vulnerable Populations
 - Health Center Development Areas
 - National Resource Center for Health Center T/TA
- **Applicants are encouraged to review all of the NCA types under each category before determining the appropriate category and NCA type for their application.**
- **Contact bphcnca@hrsa.gov for guidance if you are unsure of which NCA type to apply under.**

Special and Vulnerable Populations NCAs

- Provide specialized T/TA to health centers serving special populations and other vulnerable populations to increase access to care, improve health outcomes, and promote health equity for those populations.
- The NCA types in this category include:
 - Special Population: Migratory and Seasonal Agricultural Workers NCA (5 awards)
 - Special Population: People Experiencing Homelessness NCA (2 awards)
 - Special Population: Residents of Public Housing NCA (2 awards)
 - Vulnerable Populations NCA (3 awards)

Health Center Development Areas

NCA

- Provide developmental T/TA to health centers specific to the NCA type selected. T/TA is designed to meaningfully advance excellence in health center operations, performance, and patient outcomes.
- The NCA types in this category include:
 - Clinical Workforce Development – Pipeline NCA (1 award)
 - Clinical Workforce Development – Recruitment and Retention NCA (1 award)
 - Capital Development and Growth NCA (1 award)
 - Health Information Technology and Data NCA (1 award)
 - Oral Health Care NCA (1 award)
 - Medical-Legal Partnerships NCA (1 award)

National Resource Center for Health Center T/TA NCA

- **Meaningfully advance health center excellence through the coordination and dissemination of T/TA on:**
 - Leadership
 - Organizational development
 - Clinical and financial performance
 - Operational staff training
 - Practice transformation
- **Establish a national T/TA resource center and continuous learning system that includes contributions from and feedback for other T/TA partners.**
- **The NCA type in this category is:**
 - National Resource Center for Health Center T/TA NCA (1 award)

Funding Restrictions

- **NCA funding may not be used on the following:**
 - Direct patient care
 - Construction/renovation of facilities
 - Activities that do not align with the intent of the NCA cooperative agreement
 - Reserve requirements for state insurance licensure
 - Conference sponsorship
 - Note that content development of individual program sessions related to the NCA Project Work Plan is allowable

Participant Response Question 1



Answer: FALSE

While current NCAs must apply as one of the pre-defined NCA types from the list in the NCA FOA, new applicants not currently receiving NCA funding may apply as a new self-defined NCA type.

- Both new organizations and currently funded NCAs can only apply to provide T/TA as one of the pre-defined NCA types listed on Form 1A in the application and in the NCA FOA.
- The required Goals and Metrics are specific to each NCA type and will populate in the EHBs application based on the NCA type selected.

SUBMISSION PROCESS

Two-Tier Submission Process

Grants.gov

Electronic Handbooks

- Applications must be completed electronically in Grants.gov and HRSA Electronic Handbooks (EHBs) in two Phases:
 - **Phase 1:** Applications are due in Grants.gov **by 11:59 p.m. EST on December 12, 2016.**
 - **Phase 2:** Applications are due in EHBs **by 5:00 p.m. EST on January 23, 2017.**
- See HRSA's SF-424 Two-Tier Application Guide for details:
<http://www.hrsa.gov/grants/apply/applicationguide/sf424programspecificappguide.pdf>

Phase 1: Grants.gov

Ensure your organization's SAM and Grants.gov registrations are current immediately! Registration in all systems, including SAM and Grants.gov, may take up to 1 month to complete.

- **Grants.gov (<http://www.grants.gov/>) registration requirements:**
 1. Obtain Data Universal Numbering System (DUNS) number
 2. Register in System for Award Management (SAM)
 - Update registration every 12 months
 3. Register in Grants.gov
- **Correct any errors identified by Grants.gov to enable successful application submission prior to the deadline**

Grants.gov Workspace

- **New Workspace feature allows health center staff to mutually access, edit, and submit application forms and documents online:**

<http://www.grants.gov/web/grants/applicants/workspace-overview.html>



- **Walks applicants through Grants.gov process.**
- **System checks for errors before application is submitted.**

Phase 1 : Grants.gov Required Documents

Applicants must submit the following documents in Grants.gov by 11:59 p.m. EST on December 12, 2016:

- **SF-424: Application for Federal Assistance**
 - Box 14: Leave this field blank (it is not required and does not apply to NCA applicants)
 - Box 15: Upload Project Abstract
 - Box 16: Provide the Congressional District(s) where the organization's administrative office is located
- **SF-424B: Assurances – Non-Construction Programs**
- **Project/Performance Site Location(s) Form**
- **Grants.gov Lobbying Form**
- **SF-LLL: Disclosure of Lobbying Form**

Completing the SF-424 in Grants.gov: New Applicants

- **New applicants: Organizations not currently receiving NCA funding.**
 - If you are not a currently funded NCA, select “New” and leave Box 4 blank.

Application for Federal Assistance SF-424		
<p>* 1. Type of Submission:</p> <p><input type="checkbox"/> Preapplication</p> <p><input checked="" type="checkbox"/> Application</p> <p><input type="checkbox"/> Changed/Corrected Application</p>	<p>* 2. Type of Application:</p> <p><input checked="" type="checkbox"/> New</p> <p><input type="checkbox"/> Continuation</p> <p><input type="checkbox"/> Revision</p>	<p>* If Revision, select appropriate letter(s):</p> <input type="text"/> <p>* Other (Specify):</p> <input type="text"/>
<p>* 3. Date Received:</p> <input type="text" value="11/01/2016"/>	<p>4. Applicant Identifier:</p> <input type="text"/>	

Completing the SF-424 in Grants.gov: Competing Continuation Applicants

- **Competing continuation applicants: A current NCA award recipient with a project period ending June 30, 2017 that seeks to continue providing national T/TA.**
 - Current NCA award recipients applying to continue to provide national T/TA, select “Continuation” and include your U30 award number in Box 4.

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="11/01/2016"/>	4. Applicant Identifier: <input type="text" value="U30CSXXXXX"/>	

Phase 1: Grants.gov Submission

- For help with the Grants.gov electronic submission, call Grants.gov Contact Center at 1-800-518-4726 or email support@grants.gov
- The Authorized Organizational Representative (AOR) in Grants.gov will receive 4 emails after submission:
 1. Submission Receipt
 2. System Validation
 3. Agency (HRSA) Download
 4. HRSA EHBs Tracking Number Assignment

Phase 2: HRSA EHBs

- **Phase 2: HRSA EHBs available at <http://grants.hrsa.gov/webexternal>**
 - Register in EHBs as soon as possible.
 - Authorizing Official receives a tracking number for accessing EHBs via email no more than 3 business days after successful Grants.gov submission.
 - Use the HRSA EHBs tracking number to access the application in EHBs.
 - If you do not receive the tracking number within 3 business days of Grants.gov submission, contact the BPHC Helpline at 877-974-2742 ext. 3
- **Note: Applicants can access the HRSA EHBs portion of the application starting October 21 and after Phase 1 in Grants.gov completed successfully.**

Phase 2: HRSA EHBs Required Documents

- **Applicants must submit the following documents in HRSA EHBs by 5:00 p.m. EST on January 23, 2017:**
 - Project Narrative
 - SF-424A: Budget Information Form
 - Budget Narrative
 - Attachments
 - Form 1A: General Information Worksheet
 - Project Work Plan Form

Phase 2: HRSA EHBs Submission

- Only applicants who successfully submit an application in Grants.gov (Phase 1) by the due date may submit the additional required information in HRSA's EHBs (Phase 2).
- To submit an application in EHBs, you must have the 'Submit' privilege.
 - If you are not the AO, a "Submit to AO" button will be displayed at the bottom of the Submit page for you to notify the AO that the application can be submitted to HRSA.
- You will receive an "Application successfully transmitted to HRSA" message on-screen in HRSA EHBs.
- For help with the electronic submission in HRSA EHBs, contact the BPHC Helpline at 877-974-2742 ext. 3 or <http://www.hrsa.gov/about/contact/bphc.aspx>



Participant Question 2

Answer: FALSE

Although I missed the Grants.gov deadline, I can still submit the documents required in Grants.gov in the EHBs and submit an NCA application.

- Only applicants who successfully submit an application in Grants.gov (Phase 1) by the due date (December 12, 2016 by 11:59 p.m. EST) may submit the additional required information in EHBs (Phase 2).

APPLICATION COMPONENTS

Table 1: Documents for Completeness or Review

Application Component	Submission Location	Required for Completeness/Review
SF-424 Basic Information Form	Grants.gov	Completeness
Project Abstract	Grants.gov	Review
SF-424A Budget Information Form	EHBs	Completeness
Project Narrative	EHBs	Completeness
Budget Narrative	EHBs	Completeness
Form 1A: General Information Sheet	EHBs	Completeness
Project Work Plan	EHBs	Completeness
Attachments 1 – 8	EHBs	Review, if applicable

Project Narrative and Review Criteria

- The Project Narrative section details a comprehensive framework and description of all aspects of the proposed project.
- The Review Criteria are used by grant reviewers to evaluate the information presented.
- Applicants should consider both sections when developing the application.

Project Narrative components correspond to Review Criteria:

- Need (15 points)
- Response (25 points)
- Collaboration (15 points)
- Evaluative Measures (15 points)
- Resources/Capabilities (25 points)
- Support Requested (5 points)

Project Narrative Section Highlights: Need (15 points)

- Describe the current conditions and recent or upcoming changes in the national health care environment relevant to the selected NCA type.
- Describe the T/TA needs of health centers nationwide with specific reference to each Goal applicable to the NCA type selected.
 - Reference data from a current T/TA needs assessment, Health Center Program data, annual NCA survey results, and participant feedback from past NCA T/TA.
- Outline the proposed short- and long-term T/TA activities to address immediate and projected needs.

Project Narrative Section Highlights: Response (25 points)

- Complete the structured Project Work Plan electronically in EHBs, outlining activities to be completed in the first 12 months of the project period.
- Discuss strategies to overcome potential implementation challenges.
- Describe a plan to solicit input from health centers on T/TA activities.
- Discuss how T/TA will be made available and accessible (e.g., costs not covered by NCA funding, location, remote accessibility) to health centers nationally, regardless of NCA membership or award/look-alike designation status.

Project Narrative Section Highlights: Collaboration (15 points)

- Describe both formal and informal collaboration and coordination with other HRSA and BPHC supported T/TA providers (e.g. other NCAs, PCAs, HCCNs, Primary Care Offices).
- Provide letters of support referencing specific collaboration and coordinated activities.
- Organizations applying as Special Populations NCAs only:
Describe the collaborative approach you will take to ensure T/TA will be coordinated with other NCAs funded to provided T/TA to health centers serving the same targeted special population.

Project Narrative Section Highlights: **Evaluative Measures (15 points)**

- **Ensure the Project Work Plan reflects required information, including realistic and achievable goals, meaningful impact narratives, and clear expected outcomes.**
- **Describe an evaluation plan that:**
 - Uses valid and reliable quantitative and qualitative data,
 - Ensures frequent monitoring and measurement of impact, including progress towards Goals and Expected Outcomes
 - Ensures the use of evaluation results to improve performance.
- **Describe a plan for sharing T/TA resources and evaluation results with health centers, other NCAs, PCAs, HCCNs, and other relevant T/TA providers.**

Project Narrative Section Highlights: Resources/Capabilities (25 points)

- Document experience and expertise in coordination and provision of health center T/TA.
- Describe how the organizational structure and management team are appropriate for the operational and oversight needs of the project.
- *New applicants only*: Describe how you will ensure NCA T/TA delivery can and will be initiated within 60 days of award.

Project Narrative Section Highlights: Support Requested (5 points)

- Describe the appropriateness of the proposed budget, including alignment with proposed T/TA activities outlined in the Project Work Plan.
- Provide a Budget Narrative and corresponding forms and attachments that are complete, consistent, and detailed.

Budget Presentation

- **SF-424A: Budget Information Form:**
 - List Federal request for Years 1-3.
 - Funding request may not exceed maximum funding amount allowable for the NCA type selected, as outlined in the NCA FOA.
 - Contact bphcnca@hrsa.gov for information on the maximum amount of funding permitted for the selected NCA type.
- **Budget Narrative Attachment:**
 - Include a line-item budget narrative justification for each 12 month budget period of the 3-year project period.
 - For Year 2 and Year 3, the Budget Narrative should highlight changes from Year 1 or clearly indicate there are no substantive changes.
- **Do not include non-federal funding in the budget presentation.**
- **Sample Budget Narrative is available on the NCA TA Website.**

Attachments (1/2)

- **Attachment 1: Staffing Plan** *(required for review)*
- **Attachment 2: Organization Chart** *(required for review)*
- **Attachment 3: Position Description for Key Personnel** *(required for review)*
- **Attachment 4: Biographical Sketches for Key Personnel** *(required for review)*

Attachments (2/2)

- **Attachment 5: Letters of Support** *(required for review)*
- **Attachment 6: Summary of Contracts and Agreements** *(required for review, if applicable)*
- **Attachment 7: Summary Progress Report** *(required for review by current NCA award recipients ONLY)*
- **Attachment 8: Other Relevant Documents and Indirect Cost Rate Agreement** *(required for review, if applicable)*

Form 1A: General Information Worksheet (1/2)

- **Section 1: Applicant Information**
- **Section 2: NCA Type**
 - Select the proposed NCA type from the list of options. Applicants may select and apply for only one NCA type.
- **Section 3: Budget Information**
 - The maximum amount of annual funding you may request based on the NCA type selected in Section 2 will pre-populate.
 - The total amount of funding requested in the SF-424 Budget Information Form will also pre-populate.
 - **If the amount requested on the SF-424 is greater than the maximum allowable amount for the selected NCA type, edit the funding request amount on the SF-424.**

Form 1A: General Information Worksheet (2/2)

After choosing the desired NCA type from the list of options in Section 2, you must click on 'Select' for the maximum allowable funding request to populate in Section 3.

The screenshot displays two sections of a form. Section 2, titled '2. NCA Type', contains a dropdown menu with the placeholder text 'Select an NCA Type' and a 'Select' button highlighted with a red box. Section 3, titled '3. Budget Information', contains a table with two rows. The first row is for the 'Maximum Annual Federal Amount that can be requested based on the NCA Type selected in this application' and is currently empty. The second row is for the 'Total Annual Federal Budget requested in this application (from SF-424 Section A – Budget Summary)' and shows a value of '\$700,000.00'.

2. NCA Type	
Select the Type of NCA you plan to serve	Select an NCA Type Select

3. Budget Information	
Maximum Annual Federal Amount that can be requested based on the NCA Type selected in this application ⓘ	
Total Annual Federal Budget requested in this application (from SF-424 Section A – Budget Summary)	\$700,000.00

FY 2017 Project Work Plan Overview

- **The Project Work Plan, completed entirely in EHBs, outlines the proposed T/TA Activities and Goal Targets.**
 - Applicants should include only activities to be supported under the cooperative agreement.
- **Baseline Data and Goals in the Project Work Plan are customized based on the NCA type selected on Form 1A.**
 - When available, Baseline Data will pre-populate from UDS.
 - Applicants should refer to the Data Resource Guide on the NCA TA website for more information about Baseline Data.
- **Applications that include a Project Work Plan that does not respond to all requirements will not be considered for funding**

FY 2017 Project Work Plan Required Fields

- Refer to NCA FOA Appendix A for details on how to complete the Project Work Plan and definitions of key components.
 - Project Work Plan requirements are customized by NCA type.
- A sample Project Work Plan is provided on the NCA TA website.

Goal	Formal T/TA Session Target
Metric	Participation Target
Baseline Data	Activity Description
Baseline Narrative	Activity Audience
Goal Target	Person or Group Responsible
Impact Narrative	Time Frame
Collaborative Partners	Expected Outcome
Key Factors	Comments (optional)

REMINDERS AND RESOURCES

Important Reminders

- **Applications must meet both grants.gov and EHBs deadlines.**
 - **Grants.gov deadline:** December 12, 2016 at 11:59 p.m. EST
 - **EHBs deadline:** January 23, 2017 at 5:00 p.m. EST
- **Application must not exceed 80 pages when printed by HRSA.**
 - If using Excel or other spreadsheet documents, be aware that reviewers will only see information that is set in the “Print Area” of the document. Do not submit documents with multiple spreadsheets (tabs).
- **Applications that do not include all required elements will be considered incomplete or non-responsive and will not be considered for funding under this announcement.**

NCA Technical Assistance Website

<http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html>

- NCA Funding Opportunity Announcement (HRSA-17-058)
- EHBs Application User Guide
- Frequently Asked Questions
- Presentation slides and recording of TA webinar
- Data Resource Guide
- Sample documents
 - Staffing Plan
 - Budget Narrative
 - Project Work Plan

NCA Technical Assistance Contacts

Assistance Needed	Contact
Technical Assistance Resources	NCA Technical Assistance Website http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html
Program related questions	NCA TA Response Team bphcnca@hrsa.gov
Grants or other budget related questions	Brian Feldman bfeldman@hrsa.gov
Electronic submission issues	BPHC Helpline 1-877-974-BPHC (2742); select option 3 Send email through Web Request Form
Grants.gov submission issues	1-800-518-4726 support@grants.gov