



**Fiscal Year (FY) 2015  
National Training and Technical Assistance  
Cooperative Agreements (NCA)  
Funding Opportunity Announcement (FOA)  
HRSA-15-140**

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<http://www.hrsa.gov/grants/apply/assistance/ncafoa>



# Agenda



- NCA Overview and Program Requirements
- NCA Target Areas
- Application Requirements
- Application Submission and Next Steps
- NCA Resources
- Technical Assistance Contacts
- Questions



# NCA Funding Overview and Program Requirements



# Purpose of NCA Funding



- NCA funding through HRSA-15-140 will establish cooperative agreements between HRSA and national organizations to support existing and potential Health Center Program grantees and look-alikes in providing better, more affordable care and improving the health of individuals and communities.
- This NCA funding opportunity announcement will make awards for the provision of specialized national training and technical assistance (T/TA) to health centers in the target areas of:
  - Oral Health,
  - Health Information Technology (HIT) and Data, and
  - Clinical Workforce Development.



# NCA FOA Overview



- Open to **NEW** NCA applicants only
  - 1 application per applicant organization
  - 1 target area per application
- Project period: September 1, 2015 – June 30, 2017
  - Year 1: September 1, 2015 – June 30, 2016
  - Year 2: July 1, 2016 – June 30, 2017
- Application completed entirely in Grants.gov
- Grants.gov deadline: **June 1, 2015, at 11:59 PM ET**



# NCA Eligibility Criteria



Applicants must meet all eligibility criteria:

1. Applicant is a public, non-profit, or for-profit entity, including tribal and faith-based organizations.
2. Applicant is NOT an existing NCA currently funded under Section 330(I).
3. Funding request is not greater than the maximum amount per year for the selected target area.
4. Application adheres to the 80-page limit.
5. Applicant proposes to address the minimum required number of Target Area Specific Measure(s) for selected target area.

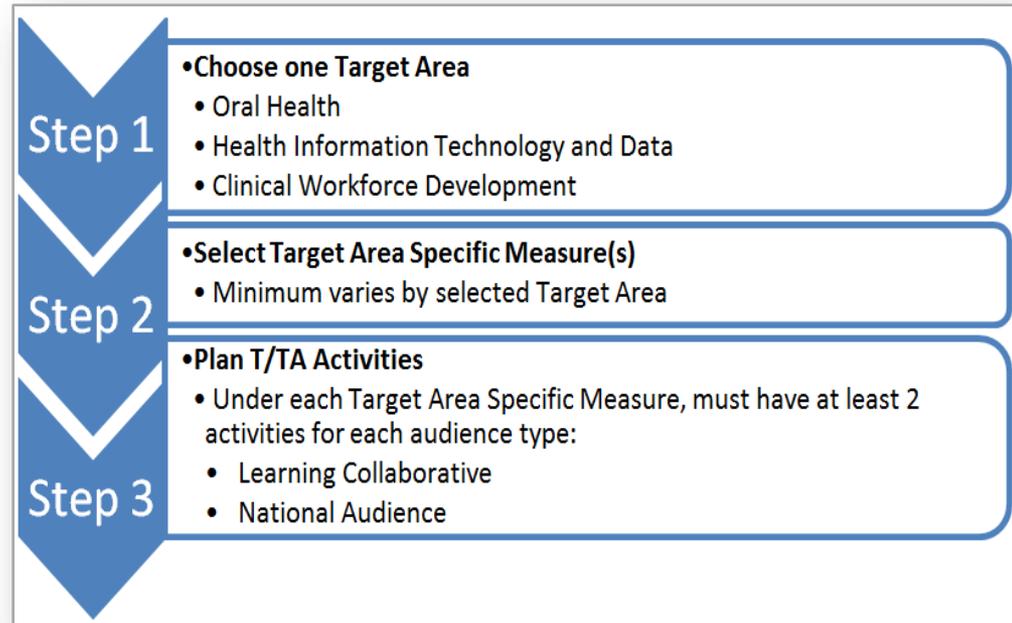


# NCA Awards



- Approximately \$3 million available for 3-4 NCA awards.
  - \$500,000 available annually for 1 Oral Health NCA.
  - \$2,000,000 available annually for 1 or 2 HIT and Data NCAs.
  - \$500,000 available annually to fund 1 Clinical Workforce Development NCA.
- Future funding dependent on the availability of appropriated funds, the recipient's satisfactory performance, and a determination that funding is in the best interest of the Federal government.
- Continuations beyond the project period ending on June 30, 2017, may be awarded through a subsequent competitive application process.

- After choosing a **Target Area**, applicants must propose to support measurable improvements in the **Target Area Specific Measure(s)** selected.
- For each Target Area Specific Measure, applicants will identify **T/TA Activities** directly related to the chosen Target Area Specific Measure.
- T/TA activities must each be linked to an **Activity Audience**, with 2-5 activities for each audience type: Learning Collaborative Audience and National Audience.





# Overview of NCA Target Areas



## Oral Health (OH) NCA

Provide specialized T/TA to help health centers:

- Provide new high-quality oral health services,
- Enhance the quality of oral health services currently provided, and
- Accurately report on oral health care quality in annual reports to HRSA.



# Oral Health: Target Area Specific Measures



OH Services NCA applicants must address at least one of the following **Target Area Specific Measures**:

- Percentage of health centers providing oral health services directly and/or through paid contract/agreement.
- Percentage of health center patients age 6-9 years at elevated risk for cavities who received a dental sealant on a permanent first molar tooth in the calendar year.



# Health Information Technology (HIT) and Data



## Health Information Technology (HIT) and Data NCA

Provide specialized T/TA to help health centers:

- Adopt, optimize, and implement meaningful use of electronic health records (EHRs) and related health information technology;
- Develop and improve data quality, aggregation, and analytic capacity;
- Use data to support clinical and operational quality improvement; and
- Support effective recruitment and retention strategies for informatics and information management staff.



# HIT and Data: Target Area Specific Measures



HIT and Data NCA applicants must address at least two of the following **Target Area Specific Measures**:

- Percentage of health centers with providers that are receiving Meaningful Use incentive payments from CMS due to their use of health center's EHR system.
- Percentage of health centers who use EHRs to electronically extract and submit data for UDS clinical reporting.
- Percentage of health centers meeting/exceeding HP2020 goals on a set of five or more UDS clinical measures.



## Clinical Workforce Development NCA

Provide T/TA to help health centers identify and implement innovative models and effective practices to train health profession students, residents, and licensed clinicians to provide high quality care to vulnerable populations in team-based primary care settings.



# Clinical Workforce Development: Target Area Specific Measures



Clinical Workforce Development NCA applicants must address at least one of the following **Target Area Specific Measures**:

- Percentage of health centers with a formal program to advance the education of health care professionals.
  - May be provided either directly or via a formal agreement with an external organization (e.g., pre-doctoral/post-doctoral academic programs, nursing programs, teaching health centers).
- Percentage of health centers utilizing team-based practice models.



# Requirements for All Target Areas



For **ALL** NCA Target Areas, applicants must address the following:

## T/TA Activity Audiences

- Per Target Area Specific Measure, 2-5 activities required for each:
  - **Learning Collaborative Audience:** Activities engage a subset of health centers to facilitate information exchange and best practice implementation.
  - **National Audience:** Activities engage health centers nationally and are focused on widespread information dissemination.

## Standard Evaluative Measures

- Under each Target Area Specific Measure, applicants are required to provide goals for each of the four Standard Evaluative Measures listed in Appendix C of the NCA FOA.



# NCA Application Requirements



# NCA Application Components



- Grants.gov only application (no EHB component)
- NCA Application Includes:
  - SF-424: Application for Federal Assistance
  - Project Abstract
  - Project Narrative
  - SF-424A Budget Form
  - Budget Narrative
  - Attachments 1-7

**A detailed list of all NCA application components is included  
in Appendix A of the NCA FOA**



# SF-424: Application for Federal Assistance



## SF-424: Application for Federal Assistance

- Provide basic information about the applicant organization and proposed project.
- Step-by-step instructions for each required line are included in Appendix A of the FOA.



# Project Abstract



## NCA Project Abstract

- Attachment created by applicant
- Single-spaced, one-page summary of the application
- Instructions included in Section 4.1.ix of HRSA's SF-424 Application Guide



# Project Narrative



The Project Narrative provides a comprehensive description of all aspects of the proposed NCA project.

- Uploaded as an attachment.
- Includes 6 required sections:
  - Need
  - Response
  - Collaboration
  - Evaluative Measures/Impact
  - Resources/Capabilities
  - Support Requested
- Required elements for each section detailed in the NCA FOA.



# SF-424A Budget Form (1/2)



Complete Sections A, B and E. Complete Section F if applicable.

## Section A: Budget Summary

- Enter the federal request for the **first budget period** (September 1, 2015 through June 30, 2016) in the Federal column under the New or Revised Budget heading.
- Do not provide information on non-federal sources of funding.

## Section B: Budget Categories

- Provide the object class category breakdown for the annual amount specified in Section A.
  - Enter the Year 1 breakdown in column 1
  - Enter the Year 2 breakdown in column 2



## Section E: Budget Estimate of Funds Needed for Balance of Project

- Enter the federal funds requested for Year 2 in the first column.
  - Budget request must not exceed the Target Area-specific funding cap.
- The rest of the columns (i.e., second, third and fourth) must remain \$0.

## Section F: Other Budget Information (if applicable)

- **Direct Charges:** Explain amounts for individual direct object class categories that may appear to be out of the ordinary.
- **Indirect Charges:** Enter the type of indirect rate (provisional, predetermined, final, or fixed) in effect during the project period, the estimated amount of the base to which the rate is applied, and the total indirect expense.



# Budget Narrative



- Upload as an attachment.
- Provide a detailed line-item Budget Narrative that explains costs for **each year of the project period**.
  - Must be consistent with amounts requested for each object class category in Section B of the Budget Details form.
- Details on object class categories found in HRSA's SF-424 Application Guide.
- Sample Budget Narrative available on NCA TA website.

## Line-item Object Class Categories:

- Personnel Costs
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect Costs



# Attachment 1: Project Work Plan (1/4)



- Complete a Project Work Plan that covers activities for the entire project period (9/1/2015 - 6/30/2017).
- Project Work Plans should only address activities supported under the NCA cooperative agreement.
- Must be submitted as a Microsoft Excel document attachment.
- Refer to Project Work Plan instructions and sample in Appendix B of the NCA FOA.
  - Follow instructions closely to ensure that all required fields are completed.
- Customize the Project Work Plan template available on the NCA TA website as needed.

Outline the T/TA activities for the project period in the Project Work Plan.

**Step 1:** Identify the following:

- Target Area
- Target Area Specific Measure(s)
- Target Area Specific Measure Expected Impact
- Key Factors

HRSA-15-140 National Cooperative Agreement (NCA) Project Work Plan Template		
Target Area: <i>List the Target Area (Oral Health, HIT/Data or Clinical Workforce Development)</i>		
Target Area Specific Measure: <i>List the Target Area Specific Measure selected</i>		
Target Area Specific Measure Expected Impact Narrative: <i>Describe the overall impact the activities are predicted to have on the Specific Measure</i>		
Key Factors: Identify 2-5 factors that will contribute to and restrict progress on achieving the expected impact for the Target Area Measure. Include at least 1 restricting and 1 contributing Key Factor. Delete Key Factor rows below or leave blank as needed.		
No.	Type <i>Contributing or Restricting</i>	Key Factor Description
1		
2		
3		

## Step 2: For each Target Area Specific Measure, include:

- 4-10 activities (minimum of 2 activities per audience type) that are directly related to the chosen Target Area Specific Measure.

## Step 3: For each Activity, identify:

- 1 activity audience,
- 1 person/area responsible,
- 1 time frame, and
- 1 expected outcome.

Activity 1:			
Activity Audience	Person/Area Responsible	Time Frame	Expected Outcome
<i>(Learning Collaborative or National Audience)</i>	<i>(Maximum 500 characters)</i>	<i>(Maximum 500 character)</i>	<i>(Principle outcome; maximum 500 characters)</i>
Activity 2:			
Activity Audience	Person/Area Responsible	Time Frame	Expected Outcome
<i>(Learning Collaborative or National Audience)</i>	<i>(Maximum 500 characters)</i>	<i>(Maximum 500 character)</i>	<i>(Principle outcome; maximum 500 characters)</i>

**Step 4:** Under each Target Area Specific Measure, provide numerical goals to be achieved by the end of the project period for all 4 Standard Evaluative Measures.

<p><b>Required Standard Evaluative Measures:</b> Under each Target Area Specific Measure, provide a numerical value Goal to be achieved by the end of the project (by June 30, 2017) for each Standard Evaluative Measure.</p>	
<p><b>Standard Evaluative Measure 1:</b> How many formal T/TA sessions are planned?</p>	<p><b>Goal:</b> <i>Provide whole number goal</i></p>
<p><b>Standard Evaluative Measure 2:</b> How many health center representatives will participate in T/TA sessions?</p>	<p><b>Goal:</b> <i>Provide whole number goal</i></p>
<p><b>Standard Evaluative Measure 3:</b> How well will health center representatives report that the T/TA met the stated objectives?</p>	<p><b>Goal:</b> <i>Provide goal value between 1.00 and 4.00</i></p>
<p><b>Standard Evaluative Measure 4:</b> How likely will health center representatives be to report that they will apply information, including best practice models, provided via T/TA activities?</p>	<p><b>Goal:</b> <i>Provide goal value between 1.00 and 4.00</i></p>

**Note: Applicants must use the pre-defined Standard Evaluative Measures.**



# Attachment 2: Staffing Plan



## Attachment 2: Staffing Plan

Presentation and justification for staff that will execute the project.

- Identify all personnel who will be supported in whole or in part by NCA funds.
- Include education, experience, and qualifications.
- Sample Staffing Plan available on NCA TA website.



# Attachments 3 and 4 Regarding Key Personnel



## Attachment 3: Position Descriptions for Key Personnel

- Upload position descriptions for key personnel supported by NCA funds.
- Limit each description to one page or less. Include at a minimum: position title, description of responsibilities, and position qualifications.
- Indicate if any of the positions are currently vacant.

## Attachment 4: Biographical Sketches for Key Personnel

- Upload biographical sketches for Key Personnel consistent with Attachment 3.
- Include relevant training, language fluency and experience.
- Limit each to two pages.



# Attachment 5: Letters of Support



## Attachment 5: Letters of Support

Provide evidence of current or proposed collaborations.

- Must reference specific collaboration and/or coordinated activities in support of the proposed NCA project.
- Should be signed, dated, current, and addressed to applicant organization contact person (not HRSA).
- Must be included with the application as Attachment 5 or they will not be considered by reviewers.
- If unsuccessful in obtaining a required letter, document efforts to obtain the letter and provide additional details about collaboration and coordination in the Project Narrative.



# Attachments 6 and 7-15: Include if Applicable



## Attachment 6: Summary of Contracts and Agreements

- Upload a brief summary of current or proposed NCA-related agreements (e.g., contracts, MOUs).
- Include: Name and contact information for the affiliated agency, type of agreement, brief description of the purpose and scope of the agreement, and timeframe for the agreement.

## Attachments 7-15: Other Relevant Documents

- Include any other documents relevant to the project (e.g., survey instruments, needs assessment reports, organizational chart).
- If requesting funding for indirect costs, the indirect cost rate agreement must be provided in Attachment 7.

**Submit Attachments 6 and 7-15 only if applicable**



# Application Submission and Next Steps



# Submission Process



- NCA application completed entirely in Grants.gov.
- Grants.gov registration requirements:
  1. Obtain **Data Universal Numbering System (DUNS)** number.
  2. Register in **System for Award Management (SAM)**.
    - Active SAM.gov registration required at time of award.
    - Update SAM registration every 12 months.
  3. Register in **Grants.gov**.

***Register early!***

***Grants.gov registration process may take up to 1 month!***



# NCA Application Reviews



- Review Criteria are utilized by reviewers to assess the information presented throughout the application, including the Project Narrative:
  - Need (10 points)
  - Response (30 points)
  - Collaboration (15 points)
  - Evaluative Measures/Impact (15 points)
  - Resources/Capabilities (25 points)
  - Support Requested (5 points)
- Applicants should consider both the Project Narrative requirements and Review Criteria when developing the application.



# Important Reminders



- Applications due in Grants.gov on **June 1, 2015** by 11:59 PM ET.
- Failure to include all documents noted as “required for completeness” will result in an application being considered incomplete. Incomplete applications will be ineligible for funding.
  - See Appendix A of the FOA for details regarding application components required for completeness.
- Applications may not exceed 80 pages. Applications over this page limit will be ineligible.
- NCA awards will be released on or around September 1, 2015.



# NCA Application Resources



Resources available on the NCA FOA TA Web page:

<http://www.hrsa.gov/grants/apply/assistance/ncafoa>

- Project Work Plan Template
- Frequently Asked Questions (FAQs)
- HRSA's SF-424 Application Guide
- Links to access additional information on the Health Center Program (e.g., UDS reporting)
- Sample Budget Narrative
- Sample Staffing Plan
- Presentation slides and recording of TA presentation



# Technical Assistance



ASSISTANCE NEEDED	PLEASE CONTACT
Programmatic questions	<p><b>Sarah Costin</b> BPHC Office of Policy and Program Development <a href="mailto:bphcncafoa@hrsa.gov">bphcncafoa@hrsa.gov</a> 301-594-4300</p>
Budget or fiscal questions	<p><b>William Davis</b> OFAM Division of Grants Management Operations <a href="mailto:WDavis@hrsa.gov">WDavis@hrsa.gov</a> 301-443-8217</p>
Grants.gov questions	<p><b>Grants.gov Contact Center</b> <a href="mailto:support@grants.gov">support@grants.gov</a> 1-800-518-4726 Grants.gov Self-Service Web Portal: <a href="https://grants-portal.psc.gov/Welcome.aspx?pt=Grants">https://grants-portal.psc.gov/Welcome.aspx?pt=Grants</a></p>



# Questions