HRSA-11-180
FY 2011 Oral Health Training and Technical Assistance National Cooperative Agreement
(Oral Health NCA) Funding Opportunity Announcement (FOA)

Frequently Asked Questions (FAQs)

Below are common questions and answers for the FY 2011 Oral Health Training and Technical Assistance National Cooperative Agreement (Oral Health NCA) funding opportunity. The FAQs are available on the NCA Technical Assistance website at
http://www.hrsa.gov/grants/apply/assistance/oralhealth. The FAQs are organized under the following topics:

ISSUE: Purpose and Expectations

1.   What is the purpose of the Oral Health NCA funding opportunity?
The purpose of the Oral Health NCA is to provide specialized training and technical assistance to HRSA awardees including HRSA-supported service delivery and workforce programs, Primary Care Associations (PCAs), State Offices of Rural Health (SORHs), and Primary Care Offices (PCOs), around increasing access to primary oral health care services for underserved and vulnerable populations. The recipient organization is expected to use the Oral Health NCA funds to provide T/TA in the following three core function areas:
   • Fiscal and program management (program requirements);
   • Operational and administrative support (performance improvement); and
   • Program development and analysis.

2.   Are there required training and technical assistance (T/TA) activities that the cooperative agreement recipient must perform?
Yes. The cooperative agreement recipient is required to implement the HRSA T/TA priority activities outlined under "NCA Recipient Roles and Responsibilities" on pages 3-4 of the FOA.

ISSUE: Award Information

3.   What is the maximum amount for federal funds that can be requested annually?

Funding requests may not exceed **$550,000** annually.

4.   What is the length of the project period?
The project period will be up to three years (September 1, 2011 to August 31, 2013). Funding beyond the first year is dependent on the availability of appropriated funds for T/TA in subsequent fiscal years, satisfactory performance, and a decision that funding is in the best interest of the Federal government.

5.   When will funds for the Oral Health NCA be awarded?
The award for the Oral Health NCA will be issued on or around September 1, 2011.

ISSUE: Eligibility

6.   Who can apply for Oral Health NCA funding (HRSA-11-180)?
Eligible applicants include public, non-profit, and for-profit entities with expertise in oral health service delivery that can provide oral health T/TA on a national basis to community-based organizations, including tribal and faith-based organizations.

ISSUE: Funding Restrictions

7.   Are there activities that are ineligible for NCA funding?
Yes. NCA funding may not be used for the following activities:
- Construction/renovation of facilities;
- Reserve requirements for state insurance licensure; or
- Support for lobbying/advocacy efforts.

8.   What does HRSA consider as advocacy efforts?
Advocacy is defined as using Federal section 330 funding to actively support or plead to local, State, and/or Federal congressional representative for support of a cause on behalf of another entity/organization. For additional information on the funding restrictions, please contact Brian Feldman, Senior Grants Management Specialist (GMS), at 301-443-3190 or bfeldman@hrsa.gov.

ISSUE: Application Development

9.   Is there a page limit for the Oral Health NCA application?
Yes. There is an 80-page limit (approximately 10 MB) on the length of the total application when printed by HRSA. Please refer to the summary tables on pages 8-10 of the FOA for more information on what is included in the page limit.

10.   Does an applicant organization need to submit letters of support for the Oral Health NCA application?
Yes. Letters of support are required in this funding opportunity announcement. Please see the "Collaboration" section of the Program Narrative for more information. Applicants are required to provide evidence of proposed collaborations by providing letters of support, commitment, and/or

investment that reference the specific collaboration and/or coordinated activities in support of the project's operation and provision of T/TA services. If the letters of support are not available, the applicant must submit an explanation for why the letters could not be obtained.

11.   Does HRSA have guidelines (e.g., font type, font size) for the Program Narrative of the NCA application?

Yes. The Program Narrative should be single spaced with 12 point, easily readable font (e.g. Times New Roman, Arial, Courier) and one inch margins. Please refer to HRSA's *Electronic Submission User Guide,* available online at http://www.hrsa.gov/grants/apply/userguide.pdf, for detailed application and submission instructions. Pay particular attention to Sections 2 and 5 that provide detailed information on the competitive application and submission process.

12.   Should the Summary Progress Report that is required for current grantees (competing continuation applicants) cover the entire three year project period or just the final budget period?

The summary progress report that is required for current grantees (competing continuation applicants) should cover the entire three year project period.

13.   What is the difference between the Staffing Plan, Position Description, and Biographical Sketch?

The staffing plan is separate from the biographical sketch and job description. The staffing plan is a presentation and justification of all staff required to execute the project, education and experience qualifications, and a rationale for the amount of time being requested for each position. The biographical sketch and job description attachments are specific for each of the key personnel of the project. Key personnel includes any individual who will be directly involved in the activities proposed under the cooperative agreement. Key personnel may include the Chief Executive Officer (CEO), Project Director, and Quality Improvement Coordinator, among others as determined by the applicant.

ISSUE: Budget

14.   If I have specific questions on preparing my application budget, who should I contact?

NCA applicants with questions concerning the business, administrative, or fiscal issues related to the Oral Health NCA application may contact Brian Feldman, Senior Grants Management Specialist, in the Office of Federal Assistance Management at bfeldman@hrsa.gov or 301-443-3190.

15.   What information should I provide in the budget justification?

NCA applicants should provide a detailed budget justification in line-item format for each 12-month period of the 3-year project period. **The budget justification must clearly describe each cost element and explain how each cost contributes to meeting the project's goals.** The budget justification MUST be concise, and is not intended to expand the program narrative.

16. Should the budget presentation include non-Federal funding (i.e., other program funding to represent the cumulative total funding used for T/TA activities)?

No. Budget requests should only identify Federal section 330 funding. Do not identify other program income in the Standard Form 424A, detailed line-item budget, or budget justification. This information will be captured in the Impact section of the Program Narrative.

17. If the organization does not have a Federal indirect cost rate, is HRSA requiring that we request one?

No. Applicants are only required to have an indirect cost rate agreement if they are budgeting for indirect costs. Applicants must include a copy of the indirect cost agreement in the application in Attachment 6, if a copy of the agreement is not in their grant file.

ISSUE: Project Work Plan Matrix

18. NEW! The Project Work Plan Matrix does not include the last required activity listed under Program Development/Analysis on page 4 of the FOA. Where should applicants address this required activity?

Applicants should address this required activity in Goal C4 of the project work plan matrix. Applicants will need to update the text in Goal C4 to read, "**Prepare and distribute training materials, monographs and conduct training workshops for health centers on selected administrative, financial and clinical topics that are unique to oral health programs."** To complete this section, please provide other key components (e.g. objective, activity, expected outcome, etc.) required for this goal in the Project Work Plan Matrix.

19. Is there an established format and page limit for the Project Work Plan Matrix?

Yes. Applicants should complete the Project Work Plan matrix as outlined in Appendix A and upload the Project Work Plan matrix as Attachment 1 in their application. The Project Work Plan matrix will count toward the 80-page limit.

20. Is there a limit on the number of goals, objectives, and action steps that can be proposed in the Project Work Plan Matrix?

No. There is no limit on the number of goals, objectives, and action steps that applicants may propose in the Project Work Plan Matrix. At minimum, applicants must address all the required Oral Health NCA T/TA activities listed under "NCA Recipient Roles and Responsibilities" (Section II: Award Information section) of the FOA. The required goals should appear in the Project Work Plan matrix in Appendix A. Applicants may propose additional goals.

21. Should the work plan cover all three years of the project period (i.e., one work plan), or each year of the budget period (i.e., three work plans)?

The work plan should address the activities to be covered over the three year project period (i.e., one work plan). Organizations selected for funding will report on the progress of work plan activities during each non-competing continuation application. Please refer to Appendix A of the FOA for instructions on how to complete the Project Work Plan matrix.

22. Does the work plan need to align with the program narrative?
Yes. The T/TA activities proposed in the work plan should align with the Need, Response, and Evaluative Measures/Impact sections in the program narrative. Instructions for preparing the project work plan are in Appendix A of the FOA.

23. What is the difference between a goal, objective, and activities?
In general, the project goals should describe what the project will accomplish, who will be affected, and what changes it expects to produce. Project goals are broad statements that provide overall direction of the project. An objective is a specific and measurable condition that must be attained to accomplish a particular goal. Key activities describe what is planned to bring achieve the intended objectives for the project. Information on the development of goals, objectives, and activities are provided in Appendix A of HRSA-11-180.

ISSUE: Attachments

24. How should attachments be formatted?
All attachments should be provided to HRSA in a computer-readable format (i.e., do not upload text as images). To the extent possible, HRSA recommends PDF files but will accept Microsoft Word or Excel files. Please do not use spaces or special characters when naming files. Applicants should avoid Excel documents with multiple spreadsheets as individual worksheets may not print out in its entirety. Be sure to upload the attachments in the order indicated in the FOA.

25. Can applicants upload additional attachments?
Yes, additional relevant material may be uploaded in Attachment 6 of the NCA application. Please note that all attachments are included in the 80 page limit.

26. Is there a specific order required for the assembly of the application?
Yes. Applications must follow the format described in the tables on pages 7-8 of HRSA-11-180.

27. Are applicants required to identify the specific number of T/TA activities (i.e., numerical value) in the Support Requested section of the program narrative?
No. Applicants do not need to identify the specific number of proposed T/TA activities in the Support Requested section. This section should address how the budget request is appropriate for the proposed T/TA activities and resources required to complete the project.

ISSUE: Application Submission

28. Where can I get NCA funding opportunity announcement (FOA) (HRSA-11-180)?
You can visit http://www.grants.gov/ for the FOA. Below are directions for accessing the application in Grants.Gov:
- Go to http://www.grants.gov.
- Step 1: Under the 'Quick Links' header on the right, select the 'Grant Search' link.
- Step 2: Under the 'Search by Funding Opportunity Number' field, enter HRSA-11-180

- Step 3: Click on the 'Application' at the top of webpage.
- Step 4: Click on the 'download' link.
- Step 5: Click on Download Application Package.

29.   How do I submit my application?

The Oral Health NCA application must be successfully completed (including receipt of a validation email) in Grants.gov by 8:00 p.m., ET on June 30, 2011.

Applicants are strongly encouraged to visit the Grants.gov Applicant Resources webpage for access to FAQs, registration user guides, and application submission user guides. The Applicant Resources webpage is available at http://www.grants.gov/applicants/resources.jsp.

30.   How will applicants be notified if their application was not successfully submitted in Grants.gov?

Applicants should monitor their e-mail accounts, including spam folders, for e-mail notifications and/or error messages from Grants.gov to ensure that there are no submission or validation errors.

ISSUE: Technical Assistance and Contact Information

31.   If I encounter technical difficulties when trying to submit my application electronically in Grants.gov who should I contact?

For Grants.gov technical assistance, please refer to http://www.grants.gov or call the Grants.gov Contact Center 24 hours a day, 7 days a week (excluding Federal holidays) at 1-800-518-4726. Please register on Grants.gov as early as possible as registration may take up to a month.

32.   Who should I contact with programmatic questions concerning the Oral Health NCA application requirements and process?

If you have questions regarding the FY 2011 Oral Health NCA application and/or the review process described in the FOA, please contact Denise Nguyen in the Bureau of Primary Health Care's (BPHC) Office of Policy and Program Development at DNguyen@hrsa.gov or 301-594-4300.