HRSA
Health Center Program

FY 2020 National Health Center Training and Technical Assistance Partners (NTTAP) Cooperative Agreements: Applicant Frequently Asked Questions (FAQs)

Applicants should read the information below in conjunction with the NTTAP Notice of Funding Opportunity (NOFO), which is available on Grants.gov and through the NTTAP technical assistance webpage. Applicants should also refer to the EHBs Application User Guide and sample application documents available on the technical assistance webpage. New FAQs will be added as necessary.

Updated on 11/12/2019. New or modified items identified by "**NEW**".

Table of Contents

Access Information 1

Eligibility 2

Application Development 3

Application Components (includes **NEW** items) 4

Budget 6

Project Work Plan (includes **NEW** items) 7

Application Reviews and Awards (includes **NEW** items) 9

Technical Assistance and Contact Information 9

Access Information

1. **Where can I access the NTTAP Notice of Funding Opportunity Announcement (NOFO)?**
   The NTTAP NOFO is available at Grants.gov. Follow the instructions below:
   - Go to www.Grants.gov.
   - Select Search Grants tab.
   - Type HRSA-20-022 in the Opportunity Number field and click the SEARCH button.
   - Select HRSA-20-022 from the matching results.
   - Click the Package tab.
   - Under Actions, click Preview and then Download Instructions to access a copy of the NOFO.
   - When you are ready to apply, under Actions, click Apply and follow the prompts.

   Note: You must use the two-tier submission process associated with this NOFO. You are required to apply electronically through Grants.gov **and** the HRSA Electronic Handbooks (EHBs). Refer to the Apply for Grants instructions for additional information on the Grants.gov submission process.

2. **When can I begin the EHBs portion of the application submission process (i.e., Phase 2)?**
   You can begin Phase 2 in the EHBs only after Phase 1 in Grants.gov has been successfully completed, and no earlier than October 18, 2019. Applications that are submitted successfully to Grants.gov by the Grants.gov due date of November 18 will receive an email notification from HRSA with an application tracking number. If you do not receive the email message with the tracking number after submitting your application information at Grants.gov, check your 'junk' email and/or contact the Health Center Program Support at 877-464-4772.

   Although you cannot complete and submit the supplemental information for your application in EHBs until October 18, you may validate the Grants.gov portion of your application in EHBs as soon as you receive the application tracking information from HRSA. You may also update parts of the standard forms and the Project Abstract in the application at that time. If you select the Program Specific Information sections of your application in EHBs before October 18, you will receive an error message, as you are unable to complete those parts of their applications until October 18.

Eligibility

3. **Who can apply for NTTAP funding?**
   Eligible applicants include domestic public, non-profit, and for-profit entities, including tribal and faith-based organizations that can provide training and technical assistance (T/TA) to existing and potential health centers. New organizations and organizations currently receiving funding as NCAs under Section 330(l) may apply. See Section III.1 of the NTTAP NOFO for complete eligibility criteria.

4. **Can an individual apply for NTTAP funding?**
   No. Eligible applicants are organizations as described in Section III.1 of the NTTAP NOFO.

5. **Can I apply for both the FY 2020 NTTAP and State and Regional Primary Care Association (PCA) Cooperative Agreement funding?**
   No. An organization may submit only one application for Health Center Program T/TA funding in Fiscal Year 2020. HRSA will only consider the first validated electronic submission in Grants.gov from an organization that applies for both this NTTAP funding opportunity (HRSA-20-022) and the PCA funding opportunity (HRSA-20-021) for FY 2020. Any application after the first validated electronic submission in Grants.gov will not be eligible for funding.

6. **What are the most common reasons that an application is deemed ineligible?**
   - Exceeding the 80-page limit.
   - Missing a Project Narrative or uploading the wrong attachment (i.e., a duplicate Budget Narrative instead of the Project Narrative).
   - Exceeding the maximum annual funding amount for your selected NTTAP type.

NTTAP Requirements

7. How are existing and potential health centers defined?
Existing health centers include Health Center Program award recipients and look-alikes.[1] Potential health centers include organizations that are applying for or seeking information about applying for a Health Center Program award or look-alike designation.

8. Are contracts with current NCAs or other technical assistance providers allowed?
NTTAPs may contract with other entities to carry out a portion of the activities funded by the cooperative agreement.

9. Can I use NTTAP funding to provide education on health centers and health care needs?
Yes. You may propose activities that result in products or educational documents (e.g., issue briefs) that analyze issues affecting health centers and underserved populations. Such analyses may be made available to the general public and other stakeholders such as policy makers, health centers, other safety-net providers, community leaders, and potential partners.

However, you may not use federal funding to create educational documents related to pending or existing legislation (see Federal Restrictions on Lobbying for HHS Financial Assistance Recipients). All publications created or disseminated with NTTAP funds must be drafted in accordance with HRSA's Publication Protocol and discussed with the assigned Project Officer.

10. Should I include activities supported in part, but not completely, by NTTAP funding in the NTTAP application?
Activities that will be partially supported by NTTAP funding should be included in the Project Work Plan, though only the NTTAP funds used to support those activities should be reflected in the budget presentation. For further assistance with NTTAP budget related questions, contact Brian Feldman at bfeldman@hrsa.gov.

Application Development

11. What is the difference between a new and competing continuation application?
Organizations not currently receiving NCA funding under Section 330(l) must apply as *new applicants*. Current NCA award recipients funded under Section 330(l) whose period of performance ends June 30, 2020 must apply as *competing continuation applicants*.

12. Does HRSA have application formatting guidelines (e.g., font size, attachment formats)?
Yes. Attachments should be single-spaced narrative documents with 12-point, easily readable font (e.g., Times New Roman, Arial, Courier) and 1-inch margins. Smaller font (no less than 10-point) may

[1] Look-alikes (LALs) meet all Health Center Program statutory, regulatory, and policy requirements but do not receive funding under section 330 of the Public Health Service Act. For more information on LALs, see https://bphc.hrsa.gov/programopportunities/lookalike/index.html.

be used for tables, charts, and footnotes. For more information, reference Section 4.2 of the SF-424 Two-Tier Application Guide.

HRSA will accept attachments as PDF, Microsoft Word, and/or Excel files. Do not use spaces or special characters when naming files. Be sure to upload the attachments in the appropriate fields. *When 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).

13. **How will I be notified if my application was successfully submitted?**
Grants.gov will send a series of four emails to the contacts listed on the Grants.gov application. Please be alert to the content of these emails as they may contain important information that may require a response. If an email indicates there was an error in the submission of your application, you must correct the errors and re-submit the application in Grants.gov prior to the deadline. You are strongly encouraged to closely monitor your email accounts, including spam folders, for email notifications and/or error messages from Grants.gov.

When submitting in the EHBs, all validation errors must be resolved before the application can be submitted to HRSA by the authorizing official or AO. The status of the application in EHBs will appear as "Application Submitted to HRSA" once it has been successfully submitted, and the AO will receive an email notification. Only the AO can submit the final EHBs application to HRSA. Allow proper time for this to occur before the deadline. Contact the Health Center Program Support via the BPHC Contact Form or 1-877-464-4772 for assistance submitting your application in the EHBs.

14. **When I view the PDF version of the submitted application in EHBs, why does the cover page indicate a higher number of pages than I counted?**
When the application is submitted in EHBs, an automatic page count occurs that counts all pages, including attachments that the NOFO clarifies are not included in the page limit. This page count appears on the final PDF version of the application (See Section IV.2 of the NTTAP NOFO). However, HRSA will complete a manual page count after submission.

Application Components

15. **How do I change the SF-424 information submitted in Grants.gov?**
The SF-424 components are transferred into the EHBs under the Basic Information, Budget Information, and Other Information sections. You can update some information in the SF-424 forms and the project abstract in EHBs as desired. For example, to change the abstract, go to the SF-424 Part 2 under the Basic Information section in EHBs. The project abstract is attached in this form and is listed as the Project Description. You can view the original abstract submitted via Grants.gov, delete it, and replace it by uploading a revised abstract. See the EHBs User Guide posted at the NTTAP technical assistance webpage for additional guidance.

16. **How does the Project Narrative differ from the Review Criteria?**
The Project Narrative details the information you must include to provide a complete overview of the proposed NTTAP project. The Review Criteria are the tools objective reviewers will use to

evaluate the information presented in the application. Consider both the Project Narrative and Review Criteria when developing your application.

17. **Why do the Project Narrative and Review Criteria repeatedly refer me to other sections of the application (e.g., appendices, forms, attachments)?**
The Project Narrative and Review Criteria guide applicants and reviewers to the sections of the application where relevant information should be presented. Both applicants and reviewers are expected to check the cross-referenced documents to ensure the application provides complete and consistent information.

18. **Is collaboration with other HRSA T/TA partners required?**
All NTTAPs must engage and collaborate with other HRSA-supported T/TA partners (e.g., other NTTAPs, PCAs, Health Center Controlled Networks) in the following ways, at a minimum:
    - Share data on T/TA needs
    - Coordinate and align T/TA activities
    - Share T/TA resources and tools that amplify impacts and reduce duplication of effort
    - Collect, analyze, and disseminate T/TA evaluation results to health centers and HRSA T/TA partners
    - Contribute to a national health center T/TA needs assessment
    - Ensure that T/TA resources are accessible to the widest possible health center audience nationwide by making T/TA available through the health center resource clearinghouse.

    Outline collaboration with T/TA Partners in the Collaboration section of the Project Narrative and include it in relevant activities for NTTAP-specific Objectives in your Project Work Plan. Expenses related to T/TA collaboration should also be included under pertinent object class categories in your Budget Narrative (e.g., personnel, travel, expenses).

19. **Can learning collaboratives include BPHC T/TA partners?**
BPHC T/TA partners are expected to work together to develop, provide, and evaluate T/TA provided to health centers and may form groups to facilitate these activities. However, learning collaboratives should be primarily focused on and driven by health centers. The required learning collaborative for each NTTAP Objective must have a *minimum* of 10 health center participants, with the majority being funded health centers.

    Once a learning collaborative meets this minimum, BPHC T/TA partners such as other NTTAPs and PCAs may participate as learning collaborative members. If there are activities that involve multiple BPHC T/TA partners, those activities may be more appropriately categorized as national audience activities.

20. **NEW: NTTAPs work closely with PCAs and HCCNs to provide T/TA to health centers. How do I capture this collaboration in my application?**
NTTAPs provide T/TA to health centers both directly as well as in collaboration with other T/TA partners, as noted on page 1 and depicted in the diagram on page 3 of the NOFO. The development of T/TA with and for HCCNs and PCAs is to be in addition to activities that reach health centers directly. You must determine if such activities are appropriate to be included in the Project Work

Plan based on the audience, structure, and means of T/TA delivery, or if such activities should be included elsewhere in the application.

21. **Is the National T/TA Center NTTAP expected to coordinate the national health center T/TA needs assessment on behalf of all NTTAPs?**
    Yes, the National T/TA Center NTTAP type must coordinate, conduct, and disseminate a national health center T/TA needs assessment once during the period of performance on behalf of all NTTAPs. All NTTAPs are expected to contribute data on health center T/TA needs related to their NTTAP type and contribute T/TA evaluation results to the national T/TA needs assessment.

22. **What if I am not able to get a letter of agreement from a primary formal collaborator?**
    Include documentation of your efforts to obtain the letter in Attachment 5: Letters of Agreement and any additional explanatory information in the Collaboration section of the Project Narrative.

23. **Are letters of agreement counted in the page limit?**
    Yes. The page limit applies to the Project Abstract, Project Narrative, Budget Narrative, and Attachments (except the Indirect Cost Rate agreement included in Attachment 8, if applicable).

24. **What is the Summary Progress Report for Current NCAs?**
    Only currently funded NCAs are required to submit a Summary Progress Report as Attachment 7. The Summary Progress Report should document the organization's demonstrated success and capabilities by including a brief summary of the accomplishments achieved since submission of your last NCC progress report (March 2019). The summary should include progress and results of activities to address current NCA goals and measures. The Summary Progress Report will be counted toward the maximum 80-page limit for your NTTAP application.

25. **NEW: Is there a required format for Attachment 7: Summary Progress Report?**
    There is no required template for Attachment 7: Summary Progress Report. The attachment must provide a brief summary of your organization's capabilities and accomplishments achieved since submission of your last NCC progress report in March 2019, including T/TA progress and how this progress has, or is expected to, impact achievement of the objective targets outlined in your most recent Project Work Plan.

Budget

26. **How much funding can be requested?**
    You may apply for up to the maximum annual award amount for the NTTAP type you selected as listed under Summary of Funding in Section II.2 Award Information of the NTTAP NOFO. You may also request the maximum annual funding information for your selected NTTAP type from the NTTAP NOFO Response Team using the BPHC Contact Form.

27. **What should be included in the Budget Narrative?**
    The Budget Narrative must justify each line-item expense (i.e., object class category) outlined in Section B: Budget Categories of the Budget Information: Budget Details form, with detailed calculations for each year of the 3-year period of performance. *You must also include a personnel justification table as part of the Budget Narrative*. A sample Budget Narrative is available on the

NTTAP technical assistance webpage. Refer to the Budget Narrative instructions in Section IV.2.iv of the NTTAP NOFO for detailed guidance on this required attachment.

28. Does HRSA require NTTAPs to have an indirect cost rate agreement?
No. You are only required to have an indirect cost rate agreement if indirect costs are included in your NTTAP budget. If you include indirect costs in the budget, you must include a copy of the indirect cost rate agreement in Attachment 8. The indirect cost rate agreement will *not* be counted in the page limit.

Information about applying for an indirect cost rate agreement is available at https://rates.psc.gov/. If you do not have an indirect cost rate agreement, costs that would be included in such a rate (e.g., administrative salaries) may be charged as direct line-item costs. Alternatively, if you have never received a negotiated indirect cost rate, you may elect to charge a de minimis rate of 10 percent, which may be used indefinitely (see 45 CFR part 75 for details). Once elected, this methodology must be used consistently for all federal awards until you apply for an indirect cost rate.

29. Am I required to budget for a HRSA-sponsored NTTAP conference during the period of performance?
Yes. You should budget for travel to and from a HRSA-sponsored NTTAP conference during year one of the period of performance.

30. Does the federal salary limitation apply to NTTAP funding?
Yes. NTTAP funding may not be used to pay the salary of an individual at a rate in excess of Federal Executive Level II (currently $192,300).

Project Work Plan

31. Do all NTTAP applicants have to address the Emerging Issues Objective?
Applicants to the Lesbian, Gay, Bisexual, and Transgender Populations NTTAP type and the Health Information Technology and Data NTTAP type must select the Emerging Issues objective and the HIV Prevention option to report activities related to their plans to support the Ending the HIV Epidemic effort. For applicants to all other NTTAP types, the Emerging Issues Objective is optional, and any menu option of focus can be selected. Options selected must align with T/TA needs for the NTTAP type's population or development area of focus, as described in the project narrative.

32. NEW: We identified an emerging health center T/TA need, but it is not captured in any of my NTTAP type Objectives. How can we include this in our application?
The Emerging Issues Objective allows most applicants to select a listed emerging issues option or 'other' if they wish to focus on a topic that is not listed. Additionally, NTTAPs may discuss necessary project work plan modifications with their project officer post-award.

33. In the Project Work Plan, how do I calculate Baseline, Objective Target, and other data fields?
Review both Appendix A: Instructions for Completing Application Forms in EHBs and Appendix B: NTTAP Types and Required Objectives in the NTTAP NOFO, and the Data Development Tip Sheet available on the NTTAP technical assistance webpage.

34. **I don't believe there is national-level data available for an objective. How should I calculate baseline data?**
If you are unable to locate an existing national-level data source for an objective and you cannot obtain the data during the application period, you may use data from a sample of health centers related to your NTTAP type to generate your baseline. Entering zero for the baseline numerator or number is also permissible, if you state in the comments field the date when baseline data will be available. For additional items to consider when entering data in the project work plan, refer to the NTTAP Data Tip Sheet located on the NTTAP technical assistance webpage.

35. **How should I calculate baseline data for the Emerging Issues Objective related to supplemental funding?**
Use data from T/TA provided related to past or current supplemental funding to establish a baseline. Using baseline data from a supplemental funding opportunity with similar implementation requirements to one that you plan to focus on during your upcoming period of performance should facilitate developing realistic and achievable objective targets. Entering zero for the baseline numerator or number is also permissible if you state in the comments field the date when baseline data will be available. For more information on developing objective baseline data, refer to Appendix B: NTTAP Types and Required Objectives in the NTTAP NOFO and NTTAP Data Tip Sheet located on the NTTAP technical assistance webpage.

36. **NEW: Can some activities count under multiple, related objectives?**
No. You are expected to have at least 3 unique activities under each objective for the NTTAP type you select, even if activities or objectives are related.

37. **NEW: Can multiple NTTAPs propose a joint learning collaborative and include it in each NTTAP collaborator's respective project work plan?**
If the joint learning collaborative will contribute to your NTTAP's objective target achievement, you may each propose it to meet the requirement of one learning collaborative activity. However, you must have a plan for accomplishing all learning collaborative activities outlined in your project work plan, regardless of whether proposed collaborators are also funded. If joint learning collaborative activities are not related to achieving an objective target, they should be described in the Collaboration section of the Project Narrative.

38. **NEW: Should I consider all forms of T/TA my NTTAP will provide when calculating the Participant Behavior Change Target for each Objective, and what is the expected timeframe for collecting behavior change feedback?**
The Participant Behavior Change T/TA Target should only consider the average T/TA behavior change score following Formal T/TA Sessions. T/TA fact sheets or related resources may be used to support Formal T/TA sessions, but the Participant Behavior Change T/TA Target should be based on behavior change resulting specifically from participation in Formal T/TA sessions. The job behavior change score should be reported on a 5-point scale and you should plan to measure participant behavior change approximately 90 days following Formal T/TA sessions. However, you may survey participants 3 - 6 months post-Formal T/TA Session to allow for additional flexibility to maximize responses. Additional guidance for measuring T/TA targets will be provided post-award.

Application Reviews and Awards

39. How will NTTAP applications be reviewed?
Applications deemed complete and eligible will be externally reviewed by an Objective Review Committee (ORC). ORC reviewers are selected based on training and experience in relevant fields or disciplines. Each reviewer provides an objective, unbiased evaluation based on the review criteria in the NOFO. Before award, HRSA reviews financial risk factors outlined in Section V.3 of the NTTAP NOFO, Assessment of Risk and Other Pre-Award Activities.

40. What criteria does the ORC use in assessing NTTAP applications?
Refer to Section V of the NTTAP NOFO. The ORC will review the Project Narrative as well as additional supporting documentation throughout the application, such as information in the attachments and forms, when evaluating and scoring the application based on each review criterion.

41. NEW: Will Attachment 7: Summary Progress Report for Current NCAs be counted as part of application review criteria?
Currently funded NCA applicants may reference information they provide in Attachment 7: Summary Progress Report to demonstrate relevant resources and capabilities to serve as NTTAPs and to avoid duplication of information in the application. If the Attachment 7 is referenced in the Project Narrative, reviewers will consider its content when scoring the application. If not, this attachment will not be included in the application review.

Technical Assistance and Contact Information

42. Who should I contact with programmatic questions (e.g., application and funding requirements)?
Refer to the NTTAP technical assistance webpage for resources, including technical assistance presentation slides and sample documents. You may also contact the NTTAP NOFO Response Team using the BPHC Contact Form.

43. Who should I contact for questions about budget preparation, including eligible costs?
Contact Brian Feldman in the Office of Federal Assistance Management's Division of Grants Management Operations at bfeldman@hrsa.gov.

44. Who should I contact regarding submitting my application in Grants.gov?
Refer to the Grants.gov applicant FAQs or contact the Grants.gov Contact Center 24 hours a day, 7 days a week (excluding Federal holidays) at 800-518-4726 or support@grants.gov.

45. Who should I contact regarding submitting my application in the HRSA EHBs?
Contact Health Center Program Support Monday through Friday, 8:30 a.m. to 5:30 p.m. ET (excluding federal holidays) at 877-464-4772 or using the BPHC Contact Form.