

Fiscal Year 2021 National Health Center Training and Technical Assistance Partner (NTTAP) Non-Competing Continuation (NCC) Progress Report Question and Answer Session

January 6, 2021, 3:00 p.m. ET

Welcome fiscal year 2021. I'm Karen and I am a public health analyst in the office of policy and corporate development. I'm joined by my colleagues who will be here during the question and answer portion of this session.

Polling Questions:

1. Please select the option below that best describes your status
 - a. Current National Training and Technical Assistance Partnership (NTTAP) award recipient → 67% (31)
 - b. Professional grant writer → 0% (0)
 - c. HRSA staff member → 24% (11)
 - d. Other → 9% (4)
2. Have you read the FY 2021 NTTAP NCC Instructions?
 - a. Yes → 71% (29)
 - b. No → 29% (12)
3. Have you listened to the pre-recorded NTTAP NCC Progress Report Technical Assistance Webinar?
 - a. Yes → 5% (2)
 - b. No → 95% (38)

Hopefully you took a moment to respond to the polling questions on the screen. We hope you had a chance to review this slide deck and the recording. The recording is available on the web page. Please submit your question to the tech. The session is being recorded and will also be available in about a week on the NTTAP page.

This slide shows the Q&A education. This will be dedicated to answering your question. If you have not submitted your questions in the pod, please do so now or at any time during the session. We will be organizing and answering your questions in real time. So please excuse any pauses while we do that. Please note we may not be able to respond to every question during today's session. We will prioritize questions to all participants.

Your technical assistance contact can help you. If you still have questions after the session. Please use the NTTAP form.

Let's begin with a quick review. NTTAP sub significance you were able to provide in December. Our report is due February 9, 2021 at 5:00 p.m. eastern time. Anyone with the correct privileges will be able to submit the progress report.

Finally, couple awards are expected to be released on or about July 1, 2021. The project narrative during the attachment. All other attachments should be submitted only in changed have been made since you submitted FY2020 NTTAP. It will cover progress from July 1 through December 31, 2020 and anticipated progress within any of the other budget periods. January 1 through June 30, 2021. Project narrative update should include a discussion of significant updates. You are must also describe how any change will support achievement and attainment of targets by the end of the period of performance, which is June 30th, 2023. For a quick reminder, we want to spend a few minutes going over two components of a progress report. The 2020 progress update for the FY2020 project work plan or PWP. The FY2020 progress update will have a form where you can provide proper updates on FY2020 activities. This form will have three types of information. The first part is information prepopulated with a narrative submitted most recent preapproved PWP. The next is information entered by you in the field. The third type of information that is automatically calculated after you enter certain data meaning no action is needed from you. And the progress update form you will report progress from July 1, 2020 through December 31, 2020. Progress should be reported for both base funded activity as well as activity added as a result of a finning. Note that the progress update form is required in your NTTAP progress update does not serve as a substitute for this form.

The FY2021 project work plan will include fields prepopulated with information submitted in your FY2020 progress update. It will cover plans for FY2021 budget period from July 1, 2021 through June 30, 2022 and completed entirely in reference. The project work plan form you will have the opportunity to add, delete or revise key factors in all fields associated with activity and consider how they will impact achievement of objectives and attainment of targets by the end of the period for performance which is June 30, 2023.

A sample project work plan is available on the NTTAP web page as a reference.

Please submit your questions using the chat pod during today's session. We will answer as many questions as you are able. If we don't respond to your questions today, please send those questions to the tech response team. Now my colleagues will share some questions that we received prior to today's call.

>> Happy New Year. I'm a public health analyst in the office of program and policy develop. In an expansion position. Let's get started. We received some questions ahead of time that we like to answer at this time. Let's get started. So question number one. I noticed a new field called anticipated progress on the progress update form. What should I include in this field?

>> Yes, hi, everyone. That is a great question. The anticipated progress field is a new field created this year to give NTTAP to share information about work plan from January 1 to January 30, 2021. It focuses on completed work from July 1 of 2020 to December 31 of 2020. How do I include Covid supplemental funding activity that will be conducted between January 1 and June 30th of 2021?

>> You should include work planned for Covid activities and the anticipated progress field on the progress update form.

>> Thank you.

>> For the collaborative on session, how many sessions are required?

>> At least four in person and distance learning is required in each budget period. Each session must have a minimum of ten health center participants and the majority participants must be funded health center.

>> Thank you.

>> Uh huh.

>> Now we will start with questions from the audience. I will now introduce Olivia the director of expansion division in the office of program and policy development for moderator question and answer sessions. Olivia?

>> Thanks Mena. I see about four or five questions in the Q&A pod thus far. We are happy to tackle those and any others that you may have. As questions arise please do type them in. If you think of questions after the call, you can feel free to submit them to us through the contact form.

We are going to start with a few questions about the progress update. So, the first question was just for clarification. It sounds like we may have misspoken on the date range for the anticipated progress field. So can you just confirm what the correct date range is for information that goes to the anticipated progress field?

>> Hi, everyone. The date range for activities in the anticipated progress field should range from January 1, 2021 to June 30, 2021.

>> Thank you for that clarification. Then there is a question about the recommended order for completing the progress update and the PWP. Can you talk a little bit about why it's important to submit them in a certain order?

>> Sure. Absolutely. So we recommend that individuals fill out the progress update first because some of that information is then used as prepopulated within the PWP form. While users can toggle back and forth between the two plans, if you don't fill out the progress update form first, it will cause more rework when completing the PWP.

>> So doing them in the order of explaining your current progress and then talking about your next year's plan will ensure any information that populates from one document to the other populates correctly for you.

There is a question about the Covid activity. Can you talk a little bit about why those might or might not be in the 2021PWP when it was a one year supplement?

>> Absolutely. The Covid funding is supplemental funding for the year 2020. If you plan to carry over any of the Covid supplemental planning for 2021, you would put any of those activities in the PWP. We want to remind you if you choose to use the supplemental funding in 2021, you need to follow the process for carry over of the supplemental funding.

>> There is a question about whether the PPA partners would get supplemental funding in the centers in the Covid 19 space. The answer is we don't know yet. We ask you that you continue with the activities you are doing now for the fiscal year you are currently in. If you are carrying over funding as you

complete these activities in the coming fiscal year then we will all wait and see what happens for additional funding.

There is a question about recording. So, is today's call being recorded and if so, when will it be posted? Yes, this call is being recorded. We plan on posting it within the next week at the NTTAP webpage. A question for Brian. Brian, can you remind everyone of the federal salary limitation and let us know if it has recently or is recently expected to change?

>> Actually, I'm going to do better than that. I'm going to show everyone how to find it.

We start off and I'm going to do this slowly so you can see. You go to the following website [opm.gov](https://www.opm.gov). If you see. Presenters, can you see this?

>> Looks like we are on a bit of a delay. We have a spinning wheel right now. What we are going to do is go to this website [opm.gov](https://www.opm.gov). What you do is you look in this bar right here. This black bar right here which is [opm.gov](https://www.opm.gov) and you go over to policy. What we are going to do is we are going to mouse over here where it says salaries and wages. I'm going to click on that.

This will give the list of a bunch of different types of salaries and wages from different federal series. I'm going to go down here, about a third way down the page right here to where it says executive and senior level tables. I'm going to click on the first one where it says rates and pay for the executive schedule. Then I'm going to click here where it says rates of pay for the executive schedule and I'm going to click on the first PDF.

Low and behold you'll see level two here. I realize it's small. I'm going to Zoom in on it so you can see it. As January 21st, it's \$199,300. If any of you have additional questions and you need me to walk you through it again, don't hesitate to call me. I figure this is the best opportunity I have to show you exactly at this moment exactly how to find this at any given moment. So if you book mark this page, this will give you every single time will give you the most updated federal limit what we see here on level two.

>> That looks great. Would you mind working with us to document those steps so we can add to the FAQ?

>> I don't know if I can put the steps in place. What I generally do is usually walk people through it one by one. This was an opportunity to shout it out to everybody at once.

>> Excellent. For those of you who may have started planning your NTT budget. The salary limitation that Brian showed you on the slide will be the one on your NTT submission. Any additional guidance needed in that space, Brian?

>> Not at this time. If any of you have other questions about where to find that or you are still having trouble, don't hesitate to reach out to me and I'll walk you through again.

>> I think we may have created more questions than what we answered previously with our discussion of Covid activities and FY 21. So, Shivani, can you talk a little more whether it's required or optional in 2021 when someone would want to put Covid activities on their FY21 plan versus when they wouldn't want to?

>> Sure. It's optional if you choose to use Covid supplemental funds in fiscal year 21. If you do decide to do that, you would need to obviously get approval to carry over the funding. In addition, would you

need to complete the required information for those Covid objectives in the PWP. But if you choose not to use the Covid supplemental funding in fiscal year 21, then you can use everything as is in the PWP.

>> Just a reminder, you may have other sources of funding and other lines of business that you are carrying out as part of our overall organization. For the purposes of your plans for HRSA, we want you to give us the plans are for what you are supporting with HRSA dollars. If you are planning to spend your supplemental funding in FY21 and you will be doing things with other sources of funding in FY21 you don't need to put it on the plan. If additional comes out from HRSA we will reach out to you with updates for your plan.

There are a couple questions. Hold one second while I pull a few more for you.

For our FY21 budget period work plan, will we have the chance to revisit it later or are we looked into whatever we write in the NCC?

>> That is a great question. I believe that we will follow similar processes where once the NCC submission has been completed and you receive your notice of accord. I see one more question in the Q&A pod. If you have more questions drop them in now.

>> Thank you, Olivia. We have one question here. It asks will supplemental and optional objectives be prepopulated in the progress report? The answer is yes. The data will be prepopulated from most recently approved project work plan. This includes data that you work with your project officer to add if they were not included as part of your application or if they were not previously populated.

I'm seeing no other questions in our Q&A pod for the day. There is one more question that just came in.

Does the supplemental Covid funding for year two, is that carry over funding for unused funding from this fiscal year? The answer to that is yes. If you have Covid funding in year two and FY2021, it would be any unspent funding from the current fiscal year. You may or may not be in that situation. With that, we have answered all the questions that are in queue. We have a commitment to come back to the answer about the learning collaborative participants. We will do that and make sure to blast an e mail out to everyone or get the FAQ document on your website documented. I'll hand it over to Karen to wrap it up.

>> Thank you, Olivia. Thank you for your questions. To wrap up today's call this slide provides key technical assistance contacts that may be helpful in doing the NTT progress report. Please review the support and webinar recording and other resources provided on the NTTAP web page. The recording of today's sessions will be posted on the web page shortly. You may also submit your NTT questions to the income response team using the income form indicated on this slide. Thank you again for your interest in FY2021 National Health Training Technical Assistance Partner cooperative agreement. And for participating in today's session. You are always working to help with technical assistance and we appreciate if you answer the polling questions that will appear on the screen shortly. Thank you and have a great afternoon. Please take a minute to respond to our last polling questions for the day. Thank you.

Polling Question:

1. As a result of participating in this webinar, I feel more prepared to submit my NTTAP NCC progress report.

- a. Strongly agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly disagree
2. How can we improve applicant technical assistance webinars and Q and A sessions in the future?

>> That concludes today's conference. Thank you all for participating. You may now disconnect.