

Fiscal Year 2016 National Training and Technical Assistance Cooperative Agreements Non-Competing Continuation Progress Report Frequently Asked Questions

Below are common questions and corresponding answers for the fiscal year (FY) 2016 National Training and Technical Assistance Cooperative Agreement (NCA) Non-Competing Continuation (NCC) Progress Report, hereafter referred to as the progress report. New frequently asked questions will be added as necessary, so please check the NCA NCC Technical Assistance website at <http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html> frequently for updates.

Note: These FAQs apply to the progress reports to be submitted by two NCA cohorts: 1) NCAs funded under HRSA-14-031 with a July 1, 2014 project period start date and 2) NCAs funded under HRSA-15-140 with a September 1, 2015 project period start date. If not specified, the question and answer apply to both cohorts.

Table of Contents

SUBMISSION INFORMATION	1
ATTACHMENTS	2
BUDGET	3
PROJECT WORK PLANS FOR NCAS FUNDED UNDER HRSA-14-031	4
PROJECT WORK PLANS FOR NCAS FUNDED UNDER HRSA-15-140	5
FUNDING RESTRICTIONS	6
TECHNICAL ASSISTANCE	6

Submission Information

- 1. When are the progress report submissions due in the HRSA Electronic Handbooks (EHB)?**
Submissions are due in EHB by 5:00 PM ET on Friday, March 4, 2016.
- 2. When can NCAs begin working on the progress report in EHB?**
Progress reports will be available in EHB Friday, January 22, 2016. EHB-generated email notifications regarding system access will go to NCA Project Directors and NCA staff with progress report edit and submit privileges in EHB. However, NCAs can begin drafting narrative portions of their progress reports prior to system availability.

3. Why are there two sets of instructions and how can NCAs identify the set of progress report instructions that correspond with their particular cohort?

The two cohorts have unique application requirements. The instruction titles reference the competitive funding opportunity announcement number:

- HRSA-14-031 for the 16 NCAs with a July 1, 2014 project period start date.
- HRSA-15-140 for the 3 NCAs with a September 1, 2015 project period start date.

4. How will organizations be notified that the progress report was successfully submitted in EHB?

Upon successful submission of the progress report, EHB will generate a confirmation page.

Attachments

5. What are the attachments for the FY 2016 progress report?

The attachments for FY 2016 progress reports are listed in the table below. Refer to the Attachment sections in the FY 2016 NCA NCC Instructions document for your cohort for more detailed guidance on each attachment.

Table 1: Attachments

HRSA 14-031	HRSA-15-140
1: Program Narrative Update (R)	1: Program Narrative Update (R)
2: Staffing Plan (E)	2: Staffing Plan (E)
3: Position Descriptions for Key Personnel (E)	3: Position Descriptions for Key Personnel (E)
4: Biographical Sketches for Key Personnel (E)	4: Biographical Sketches for Key Personnel (E)
5: Summary of Contracts and Agreements (E)	5: Summary of Contracts and Agreements (E)
6: Other Relevant Documents (E)	6: Progress Work Plan Progress Report (R)
	7: Progress Work Plan Update (R)
R= required; E= elective	8: Other Relevant Documents (E)

6. What is the difference between the Program Narrative Update (Attachment 1) and progress updates noted in the Project Work Plan Progress Report?

The purpose of the Program Narrative Update is to discuss broad issues, significant progress, and challenges that impacted the target audience or NCA organization. This section should expand on, and not duplicate, the updates provided in the Project Work Plan Progress Report.

7. How is the Staffing Plan (Attachment 2) different from the Position Descriptions (Attachment 3) and Biographical Sketches (Attachment 4)?

Only provide Attachments 2, 3, and/or 4 if there have been changes since these documents were last submitted. The Staffing Plan presents and justifies new staff required to execute the project. A sample Staffing Plan is available on the [NCA technical assistance website](#). Provide updated Position Descriptions and Biographical Sketches for new key personnel who may include the following: Chief

Executive Officer (CEO), Chief Financial Officer (CFO), Project Director, and with other individuals directly involved in oversight of the proposed project as determined by the organization.

8. What information must be submitted for an updated position description (Attachment 3) or a biographical sketch for new key personnel (Attachment 4)?

A position description outlines the principal aspects of a particular job or position and must include: position title, staff name, education/experience qualifications, general responsibilities, and rationale for the amount of time requested for each position. A biographical sketch describes the qualifications of a specific individual that make him or her appropriate to staff a position (e.g., past work experience, education and/or training, language fluency).

Budget

9. What are the dates of the FY 2016 budget period?

The FY 2016 budget period is July 1, 2016 through June 30, 2017 and is the last budget period in the project period.

10. How much federal funding can be requested?

The total federal funding amount will pre-populate on the Budget Information: Budget Details form in EHB. This amount cannot be edited and will match the Recommended Future Support figure from line 13 of the most recent Notice of Award (NoA).

11. What should be included in the Budget Narrative?

The Budget Narrative must justify each line-item (object class category) expense outlined in Section B: Budget Categories of the Budget Information: Budget Details form, with detailed calculations as appropriate. The Sample Budget Narrative provided on the [NCA technical assistance website](#) gives an example of how additional narrative can be included, if necessary. Refer to the Budget Narrative section of the NCA NCC Instructions for detailed guidance on this required attachment.

12. Does the federal salary limitation apply to the FY 2016 progress report?

Yes. Federal funds that support NCAs may not be used to pay the salary of an individual at a rate in excess of Federal Executive Level II (currently \$183,300). The FY 2016 NCA NCC Instructions provides detailed guidance on the information that must be provided in the Budget Narrative for each staff position supported in whole or in part with federal funds. An example is included in the Sample Budget Narrative on the [NCA technical assistant website](#).

13. Should the Budget Information: Budget Details form or the Budget Narrative include non-federal funding (e.g., private grant funding, program income)?

No. Budget requests should only include federal funds requested for the proposed NCA activities. Do not provide other sources of funding.

14. Does HRSA require NCAs to have an indirect cost rate agreement?

No. Organizations are only required to have an indirect cost rate agreement if indirect costs are included in the NCA budget. If an organization does not have an indirect cost rate agreement, costs that would fall into such a rate (e.g., administrative salaries) may be charged as direct line-item costs. If an organization wishes to apply for an indirect cost rate agreement, more information is available at <https://rates.psc.gov>. **Note:** Organizations that include indirect costs in the budget must

include a copy of the indirect cost agreement in the appropriate attachment, as stated in the NCA NCC Instructions.

Project Work Plans for NCAs Funded Under HRSA-14-031

15. How should the FY 2015 Project Work Plan Progress Report be completed?

The FY 2015 Project Work Plan Progress Report form will be pre-populated with information submitted in the FY 2015 NCC progress report. Update the editable fields to report progress on planned activities and measures since the submission of the 2015 NCC progress report. For more information, refer to the sample FY 2015 Progress Work Plan Progress Report and the EHB User Guide available on the [NCA technical assistance website](#) when completing these forms.

16. How should the FY 2016 Project Work Plan be completed?

The FY 2016 Project Work Plan form will be pre-populated with information submitted in the FY 2015 NCC progress report. Revise the pre-populated information as needed to outline activities planned for the FY 2016 budget period (July 1, 2016 through June 30, 2017). Activities must support the established, approved Evaluative Measure Goals.

17. What are the minimum number of pre-defined Focus Areas required for each target audience in the FY 2016 Project Work Plan?

Table 2: Pre-Defined Focus Area Minimum Requirements by Target Audience

	Health Centers Serving Underserved Communities/ Populations and Health Centers Serving Special Populations	Health Centers Serving Vulnerable Populations and Health Centers Seeking Capital Financing
Section A: Training and Assistance in Fiscal and Program Management (Program Requirements)	All 5 focus areas required	Minimum of 2 focus areas required
Section B: Operational and Administrative Support (Performance Improvement)	All 3 focus areas required	Minimum of 1 focus area required
Section C: Program Development/Analysis	All 5 focus areas required	All focus areas required except Newly Funded Health Centers

18. Can focus area selections be changed?

NCAs targeting Health Centers Serving Special Populations and Health Centers Serving Underserved Communities/Populations must continue to address all pre-defined focus areas. Other NCAs may switch focus areas if necessary but must establish new Evaluative Measure Goals for the end of the project period (June 30, 2017). Refer to NCA NCC Instructions for detailed guidance.

19. Should the FY 2016 Project Work Plan cover only one year?

Yes. The FY 2016 Project Work Plan should cover plans for only the FY 2016 budget period (July 1, 2016 through June 30, 2017).

20. What are the minimum and maximum number of activities that can be proposed for each Training and Technical Assistance (T/TA) Focus Area in the FY 2016 Project Work Plan?

At least 2 activities must be listed for each Focus Area, with a maximum of 8.

21. What information should be provided in EHB for Focus Areas that will not be addressed in the FY 2016 Project Work Plan?

All potential Focus Areas will appear on the Focus Area List Page, but those that were not addressed in your FY 2015 Project Work Plan will have zero Key Factors and zero Activities listed. If you do not plan to address these areas in your FY 2016 Project Work Plan, no action is required. You should move forward with their status listed as "Not Complete."

Project Work Plans for NCAs funded under HRSA-15-140

22. How should the Project Work Plan Progress Report be completed?

Several fields must be added to your Project Work Plan negotiated with your Project Officer following the September 1, 2015 award to report progress on activities and measures. All other fields should remain the same as in the originally approved Progress Work Plan. Refer to the sample Project Work Plan Progress Report available on the [NCA technical assistance website](#) for guidance regarding the placement and completion of the new fields. If no progress has been made for a particular activity, indicate this within the added Progress field and provide a brief explanation. Upload the completed Project Work Plan Progress Report into EHB as Attachment 6.

23. How should the Project Work Plan Update be completed?

Update your most recently approved Project Work Plan to highlight any changes planned for the FY 2016 budget period (July 1, 2016 through June 30, 2017) by modifying only the following fields: Key Factors, Activity, Person/Area Responsible, Time Frame and Expected Outcome. This version of the 22-month Project Work Plan should include all of the fields that were included in the Project Work Plan negotiated with your Project Officer following the September 1, 2015 award. Limit changes to those necessary to achieve the previously approved Target Area Specific Measure(s) Expected Impact. Refer to the sample Project Work Plan Update available on the [NCA technical assistance website](#) for guidance. **Note:** Highlight all edited fields to facilitate review by your Project Officer.

24. Should the Project Work Plan Update cover only one year?

The Project Work Plan Update should be based on the 22-month Project Work Plan, with highlighted edits focusing on only those plans that have changed for for the FY 2016 budget period (July 1, 2016 through June 30, 2017).

25. Can Focus Area selections be changed?

NCAs funded under HRSA-15-140 are not permitted to change Focus Areas or Goals in their Project Work Plan Update. However, this cohort of NCAs may change Key Factors or activities that support a particular Goal or Target Area.

26. What are the minimum and maximum number of activities that can be proposed for each Target Area Specific Measure in the Project Work Plan Update?

At least 4 activities must be listed for each Target Area Specific Measure, with a maximum of 10 activities. Per Target Area, at least 2 activities but no more than 5 must be focused on Learning Collaboratives and at least 2 activities but no more than 5 must be focused on a National Audience.

Funding Restrictions

27. Are there activities that are ineligible for NCA funding?

Yes. NCA funding may not be used for the following activities:

- Construction/renovation of facilities
- Activities not approved under the cooperative agreement and its corresponding budget
- Reserve requirements for state insurance licensure
- Support for lobbying and advocacy efforts
- Conference sponsorship (content development of individual program sessions related to the NCA Project Work Plan is allowable)

28. Can NCA funding be used to provide education on health centers and health care needs?

Yes, organizations may propose activities (e.g., issue briefs) to analyze issues impacting health centers and underserved populations. Such analysis on issues 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, educational documents related to pending or existing legislation cannot be created using federal funding (see prohibition of lobbying and advocacy paid for with federal funding: <http://www.hhs.gov/grants/grants/grants-policies-regulations/lobbying-restrictions.html#>).

29. Is there guidance on allowable costs related to training or technical assistance events hosted by NCAs?

Refer to the following resources:

- The *HHS Grants Policy Statement*: <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>
- The Conferences section of The *BPHC Primary Care Association Guide 2012-2013*: <http://www.bphc.hrsa.gov/programopportunities/fundingopportunities/pca/pcaguide2012-2013.pdf>
- The *HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications*: <http://www.hhs.gov/grants/contracts/contract-policies-regulations/efficient-spending/index.html>.

Technical Assistance

30. Who should I contact with programmatic questions (e.g., application submission requirements)?

Refer to the NCA technical assistance website at <http://bphc.hrsa.gov/programopportunities/fundingopportunities/NCA/index.html> for resources including the FY 2016 NCA NCC Instructions, a replay of the technical assistance webinar for applicants, webinar presentation slides, and sample documents. Organizations may also contact the NCA Response Team in BPHC's Office of Policy and Program Development at bphcnca@hrsa.gov.

31. 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 .

32. Who should I contact if I encounter technical difficulties in EHB?

Contact the BPHC Helpline Monday through Friday, 8:30 a.m. to 5:30 p.m. ET (excluding federal holidays) at 1-877-974-2742 or <http://www.hrsa.gov/about/contact/bphc.aspx>.