

# Family Planning and CDC Training and Technical Assistance Cooperative Agreement – Informational Webinar

April 26, 2012  
12:00 PM EDT



# Technical Assistance Conference Call

## Title X Service Grants

### Overview of the Call:

- I. Overview of the Funding Opportunity Announcement
  - II. Summary of PART A – Family Planning Training and Technical Assistance Training Centers
  - III. Summary of Part B – STD-related Reproductive Health Prevention Training and Technical Assistance Training Centers
  - IV. Application process
  - V. Questions
- **Speakers**
    - **David Johnson, Public Health Advisor, Office of Family Planning**
    - **Steven Shapiro, Public Health Advisor, Division of STD Prevention, CDC**
    - **Alice Bettencourt, Director, Office of Grants Management**

**Part A: Office of Population Affairs –  
Title X Family Planning Training and  
Technical Assistance Centers  
(FPTTAC)**



# Materials Needed for the Call:

- **The Program Announcement:** 2012 Family Planning Training and Technical Assistance Cooperative Agreement, as found at:
  - Grants.gov: <http://www.grants.gov/>
  - Funding Announcement Number: PA-FPT-12-011
  - CFDA – 93.260

# READ THE ENTIRE FUNDING ANNOUNCEMENT



**“The mission of Title X is to provide individuals the information and means to exercise personal choice in determining the number and spacing of their children.”**

42 CFR 59.1

Program Guidelines for Project Grants for  
Family Planning Services, 2001



# Title X Family Planning Program Overview

## Title X of the Public Health Service Act

- Title X of the Public Health Service Act authorizes discretionary grants
- Major Sections:
  - 1001: Services
  - **1003: Training and Technical Assistance**
  - 1004: Research
  - 1005: Information and Education Materials
  - 1008: Prohibition of Abortion

# 2012 OPA Training and Technical Assistance Funding Announcement Part A

## OPA: Family Planning Training and Technical Assistance Centers

- Title X National Training Center for Coordination and Strategic Initiatives
- Title X National Training Center for Management and Systems Improvement
- Title X National Training Center for Service Delivery
- Title X National Training Center for Quality Assurance, Quality Improvement, and Program Evaluation

One award per training center

Maximum award period – 4 years

Maximum award amount - \$1,000,000





# 2012 OPA Training and Technical Assistance Funding Announcement Part A

## OPA: Family Planning Training and Technical Assistance Centers

- Title X National Training Center for Coordination and Strategic Initiatives
  - Provide coordination and support among the national training centers to address the needs of the Title X network.
  - Develop national strategies to address specific priority issues and populations.
  - Work directly with OPA headquarters to address these priority topics.
  - Coordinate with OPA and other training centers to host the Title X National Grantee Meeting and other national technical support meetings.

# 2012 OPA Training and Technical Assistance Funding Announcement Part A

## OPA: Family Planning Training and Technical Assistance Centers

- Title X National Training Center for Management and Systems Improvement
  - Provide training and technical assistance to strengthen programs' abilities to effectively address management and system issues.
  - Focus areas:
    - Affordable care act
    - Title X Financial Management
    - Title X workforce issues
    - Health Information Technology
    - Linkages with public health programs into new models of care.

# 2012 OPA Training and Technical Assistance Funding Announcement Part A

## OPA: Family Planning Training and Technical Assistance Centers

- Title X National Training Center for Service Delivery
  - Provide training and technical assistance to program to enhance the ability of Title X agencies to provide high-quality family planning services.
    - Title X guidelines
    - Outreach strategies for specific populations
    - Contraceptive updates
    - Capacity redevelopment for Grantees and their sub-recipients

# 2012 OPA Training and Technical Assistance Funding Announcement Part A

## OPA: Family Planning Training and Technical Assistance Centers

- Title X National Training Center for Quality Assurance, Quality Improvement, and Program Evaluation
  - Enable grantees and sub-recipients to implement QA/QI programs to promote efficiency, improve performance and support evaluation.
  - Provide training and technical assistance on topics that improve compliance with Title X and grant management requirements.
    - Performance measures
    - Program evaluation
    - Compliance with Title X Regulation, guidelines and Program Instruction
    - Clinic Efficiency
    - Compliance with the Office of Grants Management requirements

**Part B: CDC, Division of STD  
Prevention – STD-related  
Reproductive Health, Prevention,  
Training and Technical Assistance  
Centers (STDRHPTTAC)**



# 2012 OPA Training and Technical Assistance Funding Announcement Part B – Purpose

- To enhance the prevention and control of all sexually transmitted diseases, including STD-related reproductive health adverse outcomes including infertility among adolescents and young adults. This will be accomplished by assisting family planning and STD clinics through:
  - training and technical assistance,
  - identifying and disseminating promising and best practices to improve providers' adherence to prevention and treatment guidelines,
  - improving disease reporting, and
  - strengthening management practices and quality improvement efforts.

# 2012 OPA Training and Technical Assistance Funding Announcement

## Part B – Funded by CDC through agreement with OPA

- Approximate number of awards: up to 10
- Approximate average award: \$150,000
- Ceiling of individual award range: \$300,000 (for first 12-month budget period), including indirect costs
- Budget period length: 12 months
- Project period length: 5 years

# 2012 OPA Training and Technical Assistance Funding Announcement Part B – Grantee Role

- Provide technical assistance and training to state, local, territorial, and tribal STD and Title X Family Planning programs to:
  - build or strengthen capacity for program management and delivery of STD prevention services, and
  - improve quality of STD prevention services.



# 2012 OPA Training and Technical Assistance Funding Announcement

## Part B – Applicant Features and Experience

- Applicants should address their expertise and experience in the following 5 areas. Priority will be given to those that can **document** at least 5 years of experience in two of the first three areas:
  1. **use of STD prevalence monitoring data for program planning;**
  2. **health systems management, including third-part billing and reimbursement, and quality improvement;**
  3. **assessing and disseminating promising and/or best practices;**
  4. working with state/territorial health departments, community-based organizations, and federal entities; and
  5. providing training and technical assistance to Title X-funded programs.

# 2012 OPA Training and Technical Assistance Funding Announcement Part B – Activities of the STDRHPTTAC

- In collaboration with state, local, territorial, and tribal STD and Title X Family Planning programs:
  - Assist in the development of a prevalence monitoring needs assessment and a training and technical assistance plan to support the implementation, use, and evaluation of prevalence monitoring.
  - Perform and coordinate efforts to support the implementation, use, and evaluation of prevalence monitoring
  - Assist in the development of a needs assessment to describe barriers and opportunities to implement third-party billing and reimbursement systems for STD prevention services; and. develop a training and technical assistance plan to support the development, implementation, use, and evaluation of billing and reimbursement at STD or family planning facility or clinic level.

# 2012 OPA Training and Technical Assistance Funding Announcement

## Part B – Activities of the STDRHPTTAC

- Provide training and technical assistance to educate health care providers and consumers about STDs and promote health equity and the benefits of program collaboration and service integration.
- Develop criteria for selection of promising and best practices.
- Identify, disseminate and support implementation and adaptation of promising and/or best practices and evidence-based approaches to improve management and quality of STD-related reproductive health prevention services.

# 2012 OPA Training and Technical Assistance Funding Announcement

## Part B – Activities of the STDRHPTTAC

- Develop and provide training, tools and products on promising and/or best practices and evidence-based approaches
- Support implementation, evaluation, and dissemination of best practices
- Coordinate one biannual strategic planning regional meeting
- Communicate and disseminate pertinent information among all project partners and CDC.

# 2012 OPA Training and Technical Assistance Funding Announcement Part B – Important Notes

- In a cooperative agreement, CDC staff is substantially involved in the program activities, above and beyond routine grant monitoring.
- This is a non-research grant and research activities will not be supported. If research is proposed, the application will not be reviewed. For the definition of research, please see the CDC Web site at the following Internet address:  
<http://www.cdc.gov/od/science/regs/hrpp/researchDefinition.htm>.

# READ THE ENTIRE FUNDING ANNOUNCEMENT



# 2012 Title X Training and Technical Assistance Cooperative Agreements

Application Process  
OASH – Office of Grants Management



# READ THE ENTIRE FUNDING ANNOUNCEMENT





# 2012 OPA Training and Technical Assistance Funding Announcement

## Office of Grants Management:

- Administrative, business and budgetary responsibility
- Grant Administration: Grants Policy Directives, Grant Policy Statement & Federal rules applicable to all grants
- Management & Oversight:
  - Pre-award processes
  - Notice of Award
  - Post-award processes (budget revisions)
  - Financial Status Reports
  - Audit resolution
  - Grant closeout

# 2012 OPA Training and Technical Assistance Funding Announcement Application Information

*Where to find all application related information...*

1. <http://www.grants.gov/>



# 2012 OPA Training and Technical Assistance Funding Announcement Application Information



## Eligible Applicants:

- Any public or nonprofit private entity located in a US State or Territory.
  - Private nonprofits entities must provide proof of nonprofit status
- Faith-based and community-based organizations and American Indian/Alaska Native/Native American organizations.

***Applicants must be able to demonstrate the capacity to carryout the elements identified within the funding announcement***

# 2012 OPA Training and Technical Assistance Funding Announcement Application Information

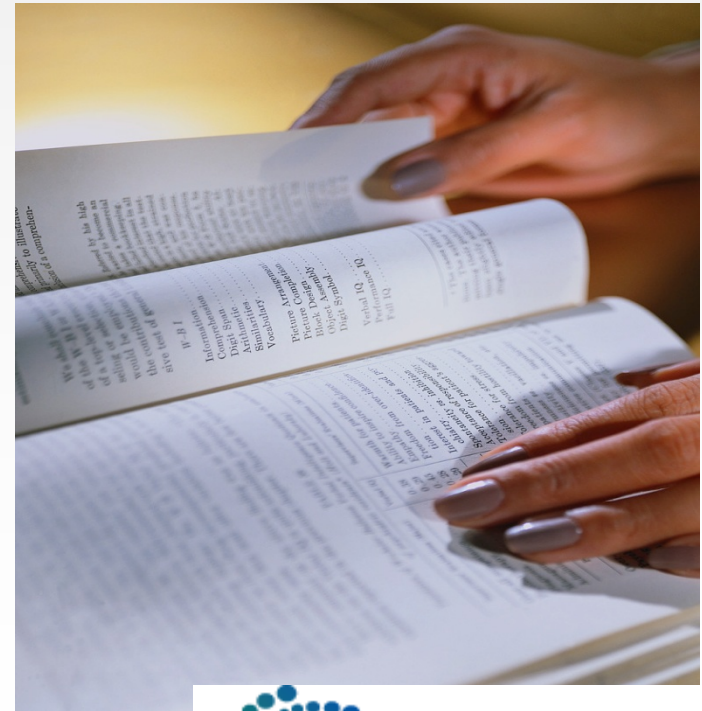
## Responsiveness:

- Applicants must demonstrate significant experience of health-related training and technical assistance activities related to:
  - Design
  - Development
  - Implementation
  - Successful completion
  - Evaluation
- Evidence of familiarity with planning and reproductive related prevention issues, specifically, but not limited to the Title X family planning program.

# 2012 OPA Training and Technical Assistance Funding Announcement Application Information

## 2012 Title X Training Announcement

- The Program Announcement provides information and guidance related to Title X applications.
- **Follow the Program Announcement carefully!** The information provided in the Program Announcement takes precedence over any conflicting information in other grant related documents



# 2012 OPA Training and Technical Assistance Funding Announcement Application Information

## Grant Application

- **Be complete** and do not leave blanks on forms unless the information is not applicable
- The individual submitting the application forms must have the legal authority to act on behalf of the organization

# 2012 OPA Training and Technical Assistance Funding Announcement Application Information

## General Application Content:

- Applications must clearly describe administrative, management, and training capability of applicant to complete identified training and technical assistance activities.
- Proposed project must include all requirements identified within the funding announcement.
- Characteristics of a successful application are included in the Announcement (e.g., evidence of systems for training and technical assistance; quality assurance; personnel administration; experience).





# 2012 OPA Training and Technical Assistance Funding Announcement Application Content

- I. Required Forms
- II. Budget Information
  - I. Detailed Budget
  - II. Budget Justification
- III. Project Narrative
  - I. Part A – 40 pages (100 pages total)
  - II. Part B – 20 pages (75 pages total)



# 2012 OPA Training and Technical Assistance Funding Announcement Required Forms & Other Information

Applicants must submit:

- Dun and Bradstreet Data Universal Number System number (DUNS)
- Central Contractor Registry (CCR) registration
- A one page HHS project abstract that will be used as an application summary
- SF 424 Application for Federal Assistance
- SF 424A Budget Information
- Disclosure of Lobbying Activities
- Notification of Project Management Form
- Evidence of Nonprofit Status
- Indirect Cost Rate Agreement, if applicable

# 2012 OPA Training and Technical Assistance Funding Announcement Required Forms & Other Information

Applicants must obtain as early as possible:

- Dun and Bradstreet Data Universal Number System number (DUNS)
  - 1.866.705.5711
  - [https://www.whitehouse.gov/omb/grants.duns\\_num\\_guide.pdf](https://www.whitehouse.gov/omb/grants.duns_num_guide.pdf)
- Central Contractor Registry (CCR) registration
  - <http://www.ccr.gov>
  - Minimum of 5 days to complete the CCR registration.
  - Renew each year (24 hours or more to take effect)
  - <https://www.bpn.gov/ccr.default.aspx>

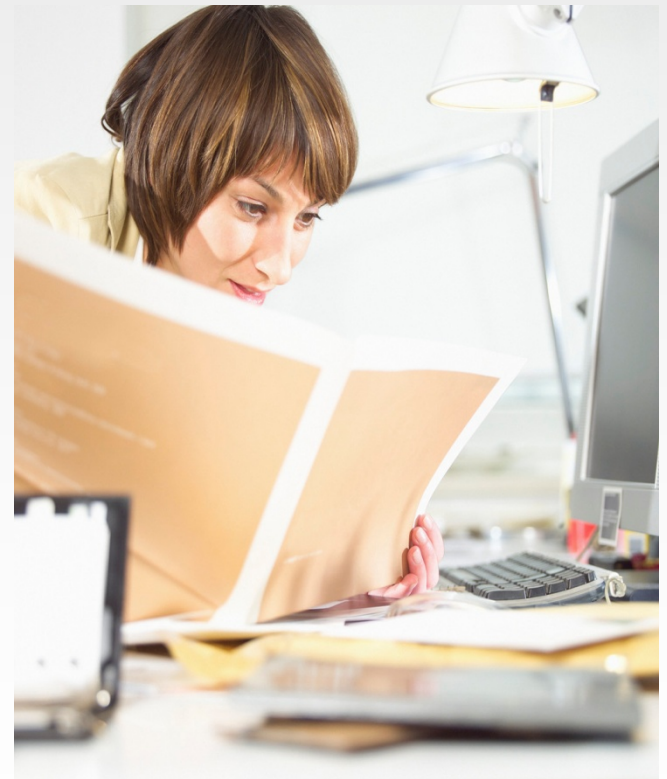
# 2012 OPA Training and Technical Assistance Funding Announcement Application Narrative

- The application **narrative** is limited to:  
Part A - 40 (100 pages total)  
Part B – 20 (75 pages total)
- Double-spaced pages using 12 point font. (Does not include the forms, budget, budget justification, assurances, certifications, abstract).
- If the application **exceeds either** the narrative or the total page limit or the size restriction (20 MB), the application **will be deemed ineligible AND not reviewed**
- Limit the appendices -- do not include brochures or bound materials

# 2012 OPA Training and Technical Assistance Funding Announcement Application Narrative

## Project Narrative:

- Along with the budget, this is the “heart” of the application
- Provides information related to the need for the project
- Describes organizational capacity
- Details the “Scope of the Project”
- Includes Goals and Objectives that are “SMART”
- Establishes a specific work plan & evaluation plan



# 2012 OPA Training and Technical Assistance Funding Announcement Application Narrative

## The Project Narrative provides details on the Scope of Services/Project:

- The activities described in the application, if approved for funding, become the agreement between the Federal government and the successful applicant .
- This is referred to as the “Scope of the Project”
- Refer to Funding Announcement for a full description of what is required for the project scope (Title X Statute, Regulations, Program Guidelines, legislative mandates, Program Priorities, and other Key Issues may also provide additional guidance).
- If funded, any change to the Scope of the Project, or significant change in activities or use of funds, requires prior approval of the OGM and OFP program offices.

# 2012 OPA Training and Technical Assistance Funding Announcement Application Budget

## The Project Budget Information:

SF 424A budget pages

Detailed budget

Thorough Budget justification

- Must be consistent with the requirements for Title X Family Planning Training and Technical Assistance
- Budgeted costs must be derived from proposed activities



# 2012 OPA Training and Technical Assistance Funding Announcement Application Budget

## 424A Budget Information

- Follow 424A form
- Identify all sources of project funds
- Indicate the approved indirect cost rate with the HHS Division of Cost Allocation
- Project costs for future years
- Salary Limitations – Salary of an individual compensated through this cooperative agreement must not exceed Executive Level II, \$179,700 exclusive of fringe benefits and indirect costs

## Detailed Budget and Budget Justification

- Provide the details of the budget
- Breakdown each line item
- Provide thorough justification (e.g., cost per unit)
- Detail personnel by salary, FTE charged, and fringe benefit information
- Line by line breakdown for Federal and non-Federal sources



# 2012 OPA Training and Technical Assistance Funding Announcement Application Budget

- OMB Circulars define cost principles for Federal grants and describe:
  - How to manage the financial aspects of the award
  - Allowable costs (personnel, supplies, equipment, etc.)
  - Restrictions on the use of funds (lobbying, construction/renovations, fund raising, etc.)
  
- Refer to OMB Circulars for Cost Principles when preparing budgets:  
<http://www.whitehouse.gov/omb/circulars/>
  - OMB Circular A-21 (Institutions of Higher Education)
  - OMB Circular A-87 (State and Local Government)
  - OMB Circular A-122 (Nonprofit Organizations)
  - Plus: 45 CFR 74, Appendix E (Hospitals)

*OASH – Office of Grants Management is responsible for the oversight of all financial and business related to the grant*





# 2012 OPA Training and Technical Assistance Funding Announcement – Cooperative Agreements

## Application Submission



# 2012 OPA Training and Technical Assistance Funding Announcement Application Submission

## Submission Mechanisms:

### Electronic Submission (required)

- Grants.gov Web Portal
- Must be submitted no later than 5:00PM ET on the due date.



# 2012 OPA Training and Technical Assistance Funding Announcement Application Submission

## Additional Submission Information:

- Applications submitted after the deadline will not be accepted.
- Applications not conforming to the requirements will not be reviewed.
- Applicants are encouraged to initiate electronic applications early in the development process to address any problems with submission prior to the deadline.
- Grants.gov will send a tracking number after submitting the application.

# 2012 OPA Training and Technical Assistance Funding Announcement Application Submission

## Additional Submission Information:

- Grants.gov will verify each application:
  - Verification can take up to 48 hours
  - Applicants will receive notification that the application has been verified
  - If an application fails verification after the submission deadline, there will **NOT** be an opportunity to resubmit
- Applications submitted under this announcement are subject to the requirement of “Intergovernmental Review of Federal Programs” and applicant should discuss the project with the State Single Point of Contact (SPOC), if participating.

# 2012 OPA Training and Technical Assistance Funding Announcement – Cooperative Agreements

## Application Review



# READ THE ENTIRE FUNDING ANNOUNCEMENT



# 2012 OPA Training and Technical Assistance Funding Announcement Application Review

- Applications are reviewed:
  - According to the criteria listed in the Program Announcement
  - By the OGM staff for administrative & business compliance
- Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields.
- Objective Review Committee process is formal and confidential. OGM and OPA and CDC Staff is available for questions and to ensure the process is consistent and fair.



# 2012 OPA Training and Technical Assistance Funding Announcement Application Review

## Funding Decisions:

- Input from the Objective Review Committee and from the Federal reviews, as well as the likelihood of achieving the benefits expected are considered when making the funding decisions.
- Final grant award decisions are made the Deputy Assistant Secretary for Population Affairs (DASPA) in consultation with CDC.
- The length of the Project Period:
  - Part A is up to 4 years.
  - Part B is up to 5 years.
  - Non-competing, continuing applications are submitted in the interim years that include progress reports, work plans, budgets and budget justification.
- Budget periods are one year only.





# Funding Process



# 2012 OPA Training and Technical Assistance Funding Announcement Funding Process

The Office of Grants Management and OPA partnership:

- OGM is the official contact for the grantee.
- All official communication related to the grant is between OGM and the successful applicant.
- Applicants who are unsuccessful will be notified by the Office of Population Affairs.
- Grantees communicate regularly with the program project officer who oversees the programmatic aspects of the grant.
- OGM maintains the official grant file.

# 2012 OPA Training and Technical Assistance Funding Announcement Funding Process

The Office of Grants Management and OPA:

- The final project budget may be negotiated during the review process.
- Flexibility in schedule and resource planning is expected and will enable the successful applicant to respond to emerging needs, lessons learned and annual Title X Priorities and initiatives.

# 2012 OPA Training and Technical Assistance Funding Announcement Funding Process

## Notice of Award (NOA)

- Notifies the successful applicant of the selection; award amount; project & budget periods.
- Includes any conditions on the award (e.g., requirements that must be met as a condition of receiving the grant funds).
- Includes standard terms, reporting requirements and contact information for OGM and the Program Office.

# Summary and Tips

# READ THE ENTIRE FUNDING ANNOUNCEMENT



# Summary and Tips

- Be clear, complete and concise in the project description; follow and address exactly what is requested in the Program Announcement.
- Don't make the reviewer search for the required information.
- Clearly identify the sections of the application and indicate which component is being addressed.
- The project narrative must include all required information within the page limit.

# Summary and Tips

- Make the goals and objectives in the program work plan “SMART;” Specific; Measurable; Achievable; Realistic; and Time-framed.
- Activities presented in the work plan should related directly to the goals and objectives.
- The program work plan, evaluation plan and budget should provide a complete picture of how the applicant will address the service area needs as well as address the purpose and expectations in the Program Announcement.



# Summary and Tips

- The staffing should be appropriate and reasonable for the goals, objectives and activities of the proposed project.
- Be complete in describing what staff will do, the expertise required and the percent time they will be assigned to the project.
- Position descriptions and bio sketches for key staff can be presented in the appendices.



# Summary and Tips

- The budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project.
- The budget should be reasonable and relate directly to the goals and objectives. It should make sense
- Do not request more funds than are available. This amount is inclusive of indirect costs.
- The operating budget should be complete and include Federal and non-Federal funds, program income from fees and third party payers and other contributing funds.

# Summary and Tips

- Electronic submission **IS** required.
- Do not wait until the last minute to begin the electronic submission—problems can arise.



# Summary and Tips



- The Program Announcement has contact information for the Office of Grants Management and the OPA or CDC Program Office staff.
- For information related to the OPA programmatic requirements, contact David Johnson – [david.johnson@hhs.gov](mailto:david.johnson@hhs.gov).
- For information related to the CDC programmatic requirements, contact Steven Shapiro – [sjs4@cdc.gov](mailto:sjs4@cdc.gov).
- For information related to the budgetary and administrative requirements, contact the Office of Grants Management.

Questions?



# Additional Question and Answers: Part B

Additional Q and A call:

Friday, 27 April, 2012, 4:00 PM EDT

Call in number – 1.866.774.4726

Passcode - 8272806