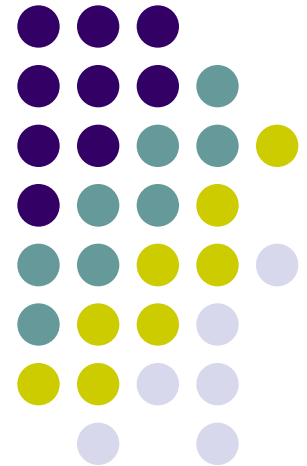


# Program Announcement Technical Assistance Conference Call

Clinical Training  
April 21, 2010  
1:30 PM EDT

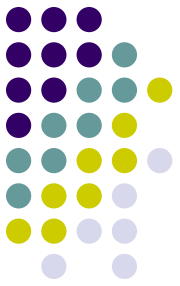


# Welcome – Clinical Training Cooperative Agreement Technical Assistance Conference Call



Purpose and format of this TA conference call

General TA – will not answer questions specific to individual applications



# Materials for Call

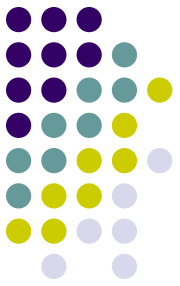
- What participants should have in front of them
  - Program Announcement
  - Application kit, including
    - OPHS-1, including forms
    - *Guidelines for Competing Grant Application Preparation, Title X Family Planning Training*

# Format



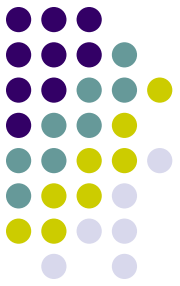
**Call will be recorded and shared on the OPA website**

- ✍ Welcome and Introduction of Speakers
- Overview of the Title X Family Planning Program, Family Planning Training Grants, and Office of Family Planning/Regional Office and OPHS Office of Grants Management Roles and Responsibilities
- Review of the Program Announcement
- Review of the Application Process and Office of Grants Management Role and Requirements
- Description of the Application Review Process
- Review of Funding Process
- Questions and Answers



# Program Overview

- Intro Title X of PHS Act
  - Mission – to aid individuals to determine freely the number and spacing of their children
  - Sections – focus on improving quality of family planning services
    - **1001 Services**
    - **1003 Training**
    - **1004 Research**
    - **1005 Informational and Educational Materials**
    - **1008 Prohibition of Abortion**



# Organizational Structure

- Office of Family Planning within Office of Population Affairs
- Part of the Office of Public Health and Science within the Department of Health and Human Services
- Title X Discretionary Competitive Grant Program
- De-Centralized Program

# Organizational Structure: US Department of Health & Human Services (HHS)



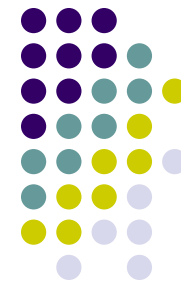
Secretary – Kathleen Sebelius



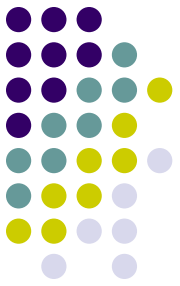
Assistant Secretary – Howard Koh, MD, MPH

## Office of Public Health and Science (OPHS) Programs

- Office of Minority Health
- \* **Office of Population Affairs**
- \* Office of Women's Health
- \* **Office of Regional Health Administrators**
- \* President's Council on Physical Fitness
- \* Office of the Surgeon General
- \* Office of Military Liaison and Veterans Affairs
- \* Office of Disease Prevention and Health Promotion
- \* Office of HIV/AIDS Policy
- \* Office of Research Integrity
- \* National Vaccine Program
- \* Office of Adolescent Health



# Organizational Structure: Office of Family Planning

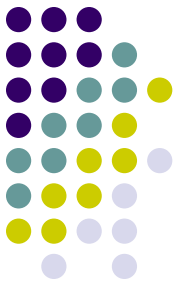


- Administers the Title X Family Planning Program
- **Central Office** – Rockville, MD (Washington DC area)
  - Policy Office – Provides guidance and determines policy for all OFP programs
  - Oversees projects with national scope, such as National Training Centers, Cooperative Agreements
  - **The project officer for the CT cooperative agreement will be in the OPA/OFP Central Office**
  - Director: Susan Moskosky, WHNP





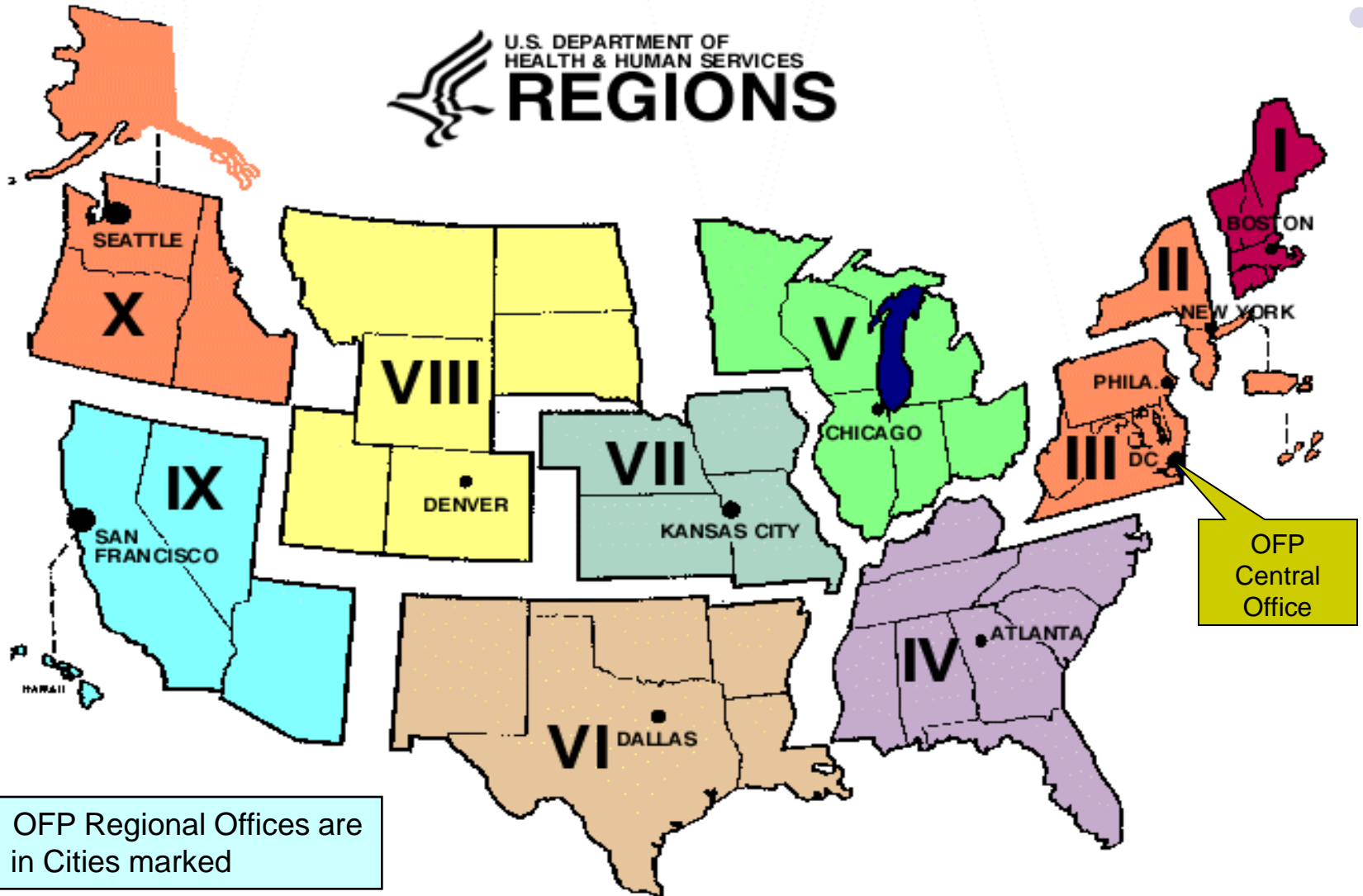
# OPA-OFP Organizational Structure



- **Ten Regional Offices** – in major cities, serve multi-state regions

Oversee Title X service grantees and general training grantees

# Public Health Service Regions

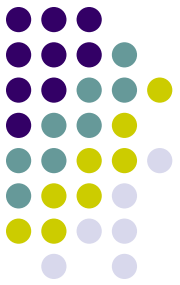


• OFP Regional Offices are in Cities marked



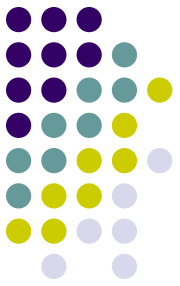
# HHS Federal Staff Roles

- OFP/OPA – role –  
Programmatic
  
- OPHS/OGM – role –  
Administrative/Business/Budgetary (funds)



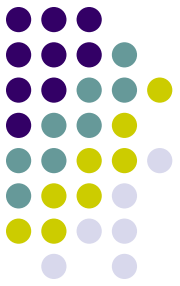
# Title X Service Grantee Profile

- 88 total nationwide
  - State, Territorial, Tribal, County, or Local Health Agencies, universities, and community-based not for profit agencies
- More than 4500 clinics in the service provider network – at least one clinic in ~75% of the counties in the US
- Provide FP and related preventive health care to over a half-million women and men annually



# Clinical Services

- Broad range of acceptable and effective Family Planning methods
- Comprehensive medical history
- Complete Physical exam – including pelvic and breast exam



# Clinical Services

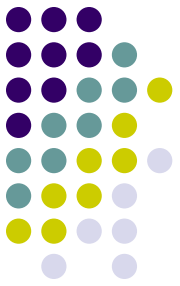
- Pregnancy Diagnosis and Counseling
- Lab work related to FP method
- Related preventive health care according to nationally recognized standards of care
  - Colorectal cancer screening
  - Pap smear
  - Chlamydia screening
  - HIV testing



# Clinical Services

- STD and HIV prevention education and screening (testing and treatment either on-site or by referral)
- Level I infertility treatment (history, physical, education)
- Services for Adolescents
- Other related preventive health services

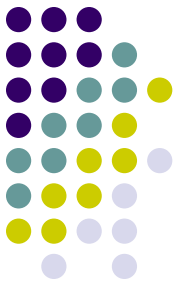
# 2010 Program Priorities



- Assuring the delivery of quality family planning and related preventive health services, where evidence exists that those services should lead to improvement in the overall health of individuals,
- Priority for services to individuals from low-income families;
- Expanding access to a broad range of acceptable and effective family planning methods and related preventive health services –includes natural FP methods, infertility services, services for adolescents;
- Does not include abortion as a method of family planning;



# Program Priorities (2)



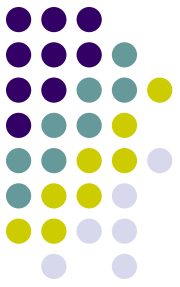
- Providing preventive health care services in accordance with nationally recognized standards of care.
- Emphasizing the importance of counseling FP clients on establishing a reproductive life plan, and providing preconception counseling as a part of family planning services, as appropriate;
- Compliance with State laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest;
- Encouraging participation of families, parents, and/or legal guardians in the decision of minors to seek family planning services;
- Counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities; and
- Addressing comprehensive FP and other health needs, partnering, outreach to hard-to-reach



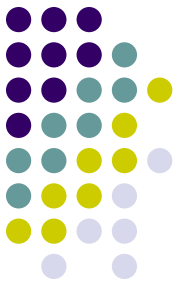
# Clinical Services

- Clinical care component operates under the responsibility of a licensed and qualified physician with training or expertise in family planning
- Most direct services to clients are provided by mid-level practitioners (nurse practitioners, nurse midwives, physician assistants); remainder by physicians with various specialties

# Purpose of the Clinical FP Training Center

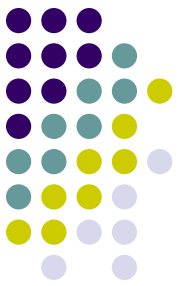


To provide training that will ensure that health care practitioners providing services in Title X-funded service projects have the knowledge, skills, and attitudes to provide effective, high quality family planning clinical services.



# Clinical Training

- Supports section 1001 – Family Planning Services
- Clinical training for health care practitioners working in Title X funded clinics
- Must be based on an assessment of the training needs of clinical personnel within Title X projects
- Must be consistent with Title X requirements



# Background

- Until the year 2000, OFP supported up to five Women's Health Care nurse practitioner programs
- Transitioned to Clinical Specialty Training (supported two programs)
- 2004-2005 – Reassessed approach
- 2006 – Funded first CTCFP, awarded for 4-years
- Encourage review of the Clinical Training Evaluation available on OPA web site



# I. Funding Opportunity Description

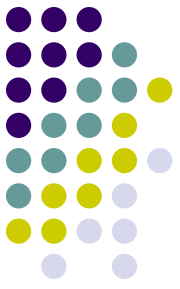
- One award (national center to be funded)
- Two components
  1. Develop, implement, and evaluate training of health care practitioners to act in the role of clinical preceptor
  2. Conduct a national clinical training meeting for approximately 300 participants working in Title X clinics -- every other year beginning in Year 2



## II. Award Information

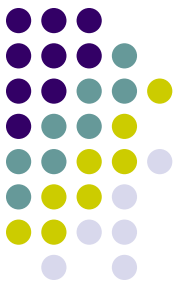
- \$500,000-\$700,000, inclusive of indirect costs
- Cooperative agreement – expect substantial involvement of OFP project officer
- Up to 5 year project period

# Applicants -- evidence of ability to provide training on:



- (1) Family planning and related preventive health issues;
- (2) Process for objectively assessing the knowledge, skills, and attitudes of health care practitioners;
- (3) Clinical preceptor role;
- (4) Current, recognized national standards of care related to family planning, reproductive health, and general preventive health measures; and
- (5) Strategies for developing collaborations, referral resources, and linkages with health and social service providers within a community.





# Application Requirements and Content

- General Requirements
  - Identifies required training abilities
- Organizational Capacity
  - Identifies required experience, abilities, and knowledge that the applicant organization must demonstrate in the proposal
  - Must include expertise of proposed staff related to clinical training

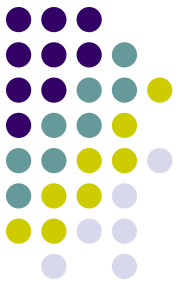
# Application Requirements and Content



- Project activities must be tied directly to budgeted costs
- Must demonstrate flexibility in resource utilization
- Must be specific in describing approach to both program components

# Component I

## Training of Clinical Preceptors

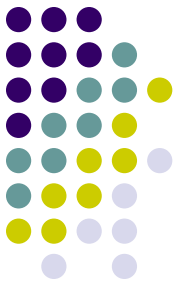


- One course – standard curriculum for health care practitioners
- Must ensure that preceptor training is appropriate for various levels of health care practitioner (NP, CNM, PA, as well as physician)
- **At least three training course in Year 1**
- On-site at a location with access to clinical training facilities
- Must provide CEUs

# Training of Clinical Preceptors

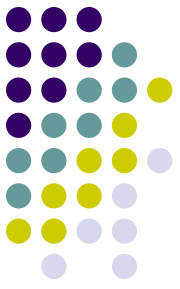


Must develop a strategy to address licensure and insurance issues for health care practitioners from various parts of the country to participate in clinical training activities



# Training of Clinical Preceptors

- Propose a strategy for ongoing assessment and refresher training for clinical preceptors
  - Site visits to preceptors trained in the program at least every two years
  - Refresher training course every two years beginning in Year 3



# Training of Clinical Preceptors

- Clinical Training Must Address Priorities, Mandates, Key Issues
  - These are FP Service grantee requirements
  - Provide direction for assessing health care practitioner skills/training needs, and for developing clinical training
  - Training must be consistent, and include appropriate information/topics related to clinical services

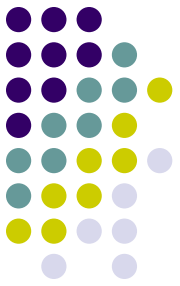


# Evaluation of Clinical Training Project

- Overall program as well as individual clinical training course sessions
  - Clinical Preceptor Training
  - Preceptor Refresher Training
- Must include
  - Process
  - Outcome/Impact
- Application must provide strategy and outline of an evaluation plan

# Component II

## National Clinical Training Meeting

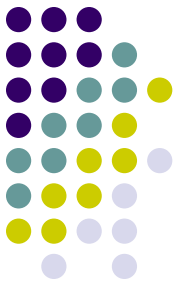


- First meeting to be held in Year 2 of the project
- Participants - up to 300 health care practitioners and registered professional nurses working in Title X –funded projects

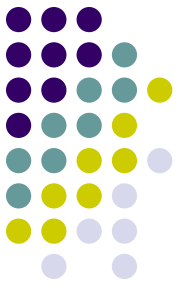


# Component II

## National Clinical Training Meeting



- Current, relevant, evidence-based information on clinical topics related to family planning and related reproductive and preventive health issues
- Must provide CEUs
- Ongoing close collaboration with OFP project officer



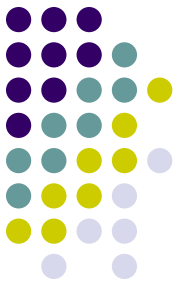
# National Clinical Training Meeting

- Responsible for all aspects of the meeting with approval of OFP project officer
  - Budget
  - Planning
  - On-site meeting management
  - Follow-up
  - Evaluation



# Project Narrative

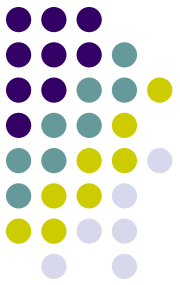
- Along with Budget, this is the “heart” of the application
- Provides information related to the need for the project
- Describes organizational capacity
- Provides specific information related to how the applicant will develop and implement the project
- Includes Goals and Objectives (SMART)
- **BE CLEAR, COMPLETE AND CONCISE**



# Application Process

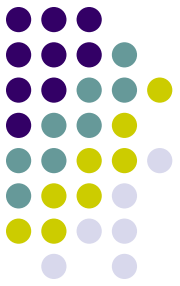
- Application kit has all the information needed to prepare application
- The RFA (Program Announcement) provides the information that is required related to the Clinical Training program
- Follow it carefully!!! The RFA takes precedence if there is conflicting information
- 60-page limit for Narrative

# Grants Management



**Karen Campbell**

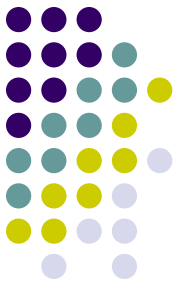
**Director, Office of Public Health and  
Science (OPHS), Office of Grants  
Management**



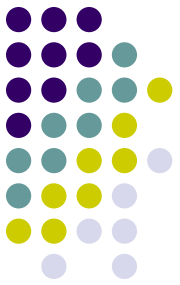
# OGM's Role

- As determined by the Department of Health and Human Services, OGM's role is:
  - Official signatory for obligating federal grant funds
  - Official signatory for all grant business management and prior approval requests
  - Monitor all business/financial transactions on grants for compliance to Federal Regulations (including interpretation of Federal Regulations)

# OGM's Role throughout the life of the grant:



- Financial infrastructure review, Budget review
- Approval of Key Personnel Changes
- Financial Statement Report Reconciliation
- A-133 Audit Resolution
- Carryover Requests/Budgetary Requests
- Technical Assistance
- Official Grant File maintenance
- And more...

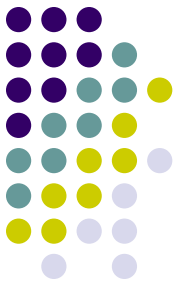


# Application Specifics

## General Comments regarding requirements

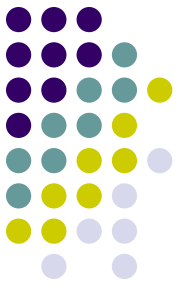
- Assurances
- Impact Statement
- SPOC
- DUNS/EIN #s
- Proof of Nonprofit status





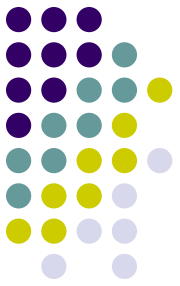
# Financial Infrastructure

- Organizational Charts
- IRS Tax Exemption Certification
- Indirect Cost Rates- Training grants cannot exceed 8% -
- Signed Face Page (SF 424)
- Signed Assurances



# Application and Submission Info

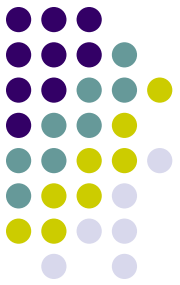
- Address self-explanatory
- Content and form
  - Pay close attention!
  - **60 page limit** and other info – (fonts, double spaced, etc.)
  - Include 1 page abstract
- Proof of Nonprofit Status – describes what is acceptable proof
- DUNS number required



# Application Process

OPHS-1 has all the application forms

- Instructions for filling each form are included
- Be complete! Do not leave blanks on forms except where not applicable to the applicant
- Certifications/Assurances must be included
- Person who signs application must have the legal authorization to act for the agency and accept responsibility for the obligations imposed by receipt of a Federal grant



# Application Must Do's

- Complete form SF 424 (Face Page)
- Complete budget form SF 424A (Budget Sheet)  
Submit a Budget Narrative
- Sign SF 424 (by authorized signatory)
- Sign Title X Assurances (by authorized signatory)

# Application Must Do's- Face Page (SF 424)



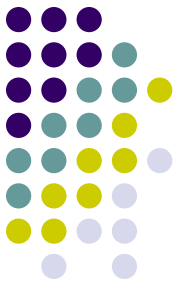
- Box 1- New Application/ Non-Construction
- Box 2- Date submitted
- Box 3 & 4- Ignore
- Box 5- Organization's **legal name** (not an individual person); DUNS number
- Box 6- Tax EIN
- Box 7- Type of Application (university, non-profit, tribal, etc.)
- Box 8- Type of Application (New)

# Application Must Do's- Face Page (SF 424)



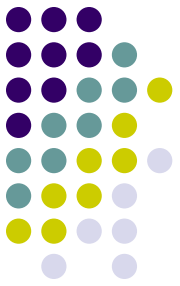
- Box 10- OFP Training CFDA number (93.260)
- Box 11- Descriptive project title= Project Name
- Box 12- Area affected
- Box 13- Project dates (1 year; 9/30/2010-9/29/2011)
- Box 14a & 14b- Congressional district(s)- location of agency may be different from project location

# Application Must Do's- Face Page (SF 424)



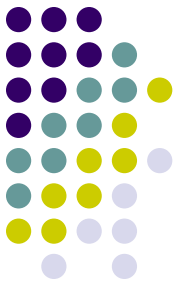
- Box 15a- Federal dollar share (do NOT exceed \$700,000 per year)
- Box 15b- Applicant contribution – not required
- Box 15g- Total dollars for the project
- Box 16- SPOC (Single Point of Contact)
- Box 17- Delinquent on any Federal debt?
- Must have original and official signature

# Application Must Do's-



- Budget Information: Non-Construction Programs (SF 424a)
  - **Section A:**
    - Column a- Ignore
    - Column b- OFP Training CFDA number (93.260)
    - Column c & d- Ignore
    - Column e- Federal dollar amount (for one year)
    - Column f- Applicant dollar match amount – not required
    - Column g- Total dollar amount





# Application Specifics

- SF 424 (Face Page of Application)
- SF 424A – Budget Pages
  - Each Section
  - Projected future funding needs
- Budget Justification
  - Specific information related to proposed costs
  - Must relate to Goals and Objectives and Activities proposed



# Application Must Do's-

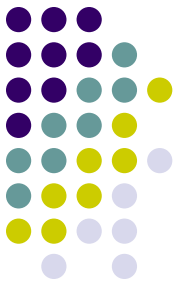
- Budget Information: Non-Construction Programs (SF 424a)
  - Section B-
    - Column (1)- Federal amount
    - Column (2)- Non-federal match amount – not required
    - Column (3) & (4)- Ignore
    - Column (5)- Total amount
    - For the columns identified, applicant must fill out budget information for each line item and include total amounts.
    - Row 7 Program Income – project anticipated program income



# Application Must Do's-

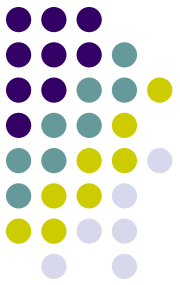
- Budget Information: Non-Construction Programs (SF 424a)
  - **Sections C, D, E, & F- Ignore**

# Application Must Do's-



- Budget Information: Explanation of Line Items
  - a. Personnel
  - b. Fringe Benefits- based on bylaws of organization; taxes; social security; insurance benefits; percent varies by organization
  - c. Travel- include transportation/lodging expenses for trainings, site visits, meetings with OFP, other anticipated travel
  - d. Equipment- items over \$5000 per unit
  - e. Supplies- items under \$5000 per unit
  - f. Contractual- include consultants, evaluator, others as appropriate

# Application Must Do's-



- **Budget Information: Explanation of Line Items**
  - g. Construction- not allowed with these funds
  - h. Other- rent, audit, etc.
  - i. Total Direct Charges- sum of above charges
  - j. Indirect Charges- For OFP Training Grants, the indirect cost rate is limited to a flat rate of 8%.
  - k. Totals- Total amount of direct and indirect charges

# Application Must Do's-



- Budget Narrative

- Provide details of budget
- Breakdown each line item and provide an explanation of the costs
- Personnel should include salary per person and percent of time each person will spend on grant
- Fringe benefits should include percent used and what is included in cost.



# Budget Tips

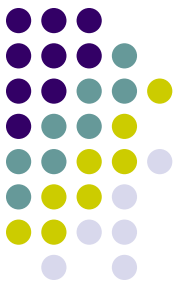
- Budget is commensurate with project activities
- Use the correct OMB Cost Principle-  
<http://www.whitehouse.gov/omb/circulars/index.html>
- Pay attention to allowable costs
- Provide adequate justification- market surveys, prior accounting records, cost per unit
- Budget Narrative includes line by line breakdown for Federal and Non-Federal shares



# OMB Circulars

- OMB Circulars which define cost principles that all Federal Grants must adhere to – How to run the business portion of a grant
- Circulars show what is allowable and any restrictions on use of funds
- OPHS Office of Grants Management is responsible for oversight of all financial and business related grant issues





# Budget Review

- Budget is reviewed in comparison to project goals and activities
- Are there adequate funds for successful implementation?
- Is there over-budgeting?- Do NOT exceed \$700,000, including indirect costs, or the application will be deemed ineligible and returned
- Operating budget should be complete (Federal, Non-Federal, Private, Program Income, Total funds)

# Application Must Do's-



- The Checklist

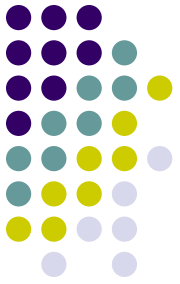
- Complete page 18 of the OPHS-1 application packet
- Must check each box (do not leave any items incomplete)
- Must complete Part C (both Business Official and Project Director information)
- May exclude social security numbers



# Submission Dates and Times

- Multiple submission mechanisms
- Electronic submission encouraged
- Pay close attention to due date and deadlines
- Start early!

# Funding Process



- Notice of Grant Award notifies successful applicant of selection
- Includes any conditions on the award
- Applicants who were not successful will be notified

# Grants Management Issues- Post Award



- Budget Development and Allowable Expenditure Items
- Budget Forecast
- Notice of Grant Award (NGA) Issuance/Terms and Conditions
- Reporting Requirements
- Prior Approval
- Organizational Financial Status Review
- Grant Closeout

# Other Administrative Requirements (Post Award)

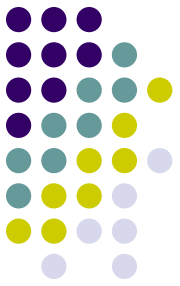


- Reporting
- FSR/FFR
- Other



# Questions

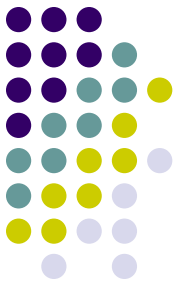
- Any questions or clarifications?
- Contact Grants Management at  
**240-453-8822**



# Application Process

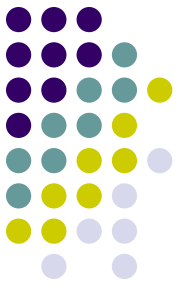
- “*Guidelines for Competing Grant Application Preparation*” included in kit
- Provides useful guidance and explanation of each part of application
- Describes Program and Business (budget, grants) requirements





# Review Process

- Objective Review Committee – Formal process, confidential
  - Objective reviewers – technical experts in applicable field(s)
  - (OGM) available for questions and to ensure integrity of process
  - Review by OFP for programmatic compliance and OGM for administrative/business compliance
- Input from Federal reviews and ORC, as well as likelihood of achieving benefits expected, considered when making award decision



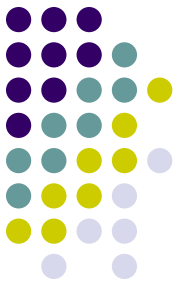
# Review Process

- Criteria listed in RFA – this is specified in the Title X training regulations
- Applications reviewed by Federal program (Title X) and Grants Management staff



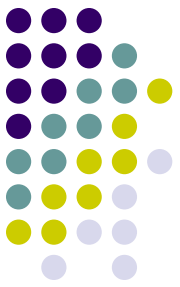
# Funding

- Project Period – Up to 5 years for this grant
  - Do not have to re-compete for 5 years, assuming adequate progress of the project and availability of funds
- Budget period – funds provided to carryout project activities for one year
  - Annual continuing application – progress report, work plan, budget, budget justification



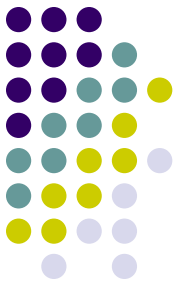
# Summary and TIPS

- The application kit has useful information that will help you develop a complete application
  - OPHS-1 has all forms required along with instructions for completion
  - “*Guidelines for Competing Grant Application Preparation*” provides further explanation



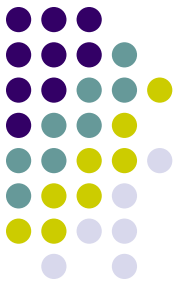
# Summary and TIPS

- The announcement of availability of funds for this Clinical Family Planning Training Center Cooperative Agreement is the primary guide to programmatic requirements; provides information related to statute, regulations, and OMB circulars which define cost principles
- **Follow what the Funding Announcement says to include**



# Summary and TIPS

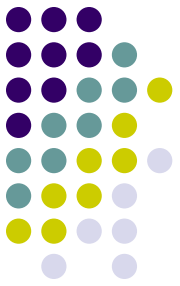
- Be clear, complete, and concise in project description – follow the RFA and include what is requested
- Don't make the reviewer search for required information – the easier an application is to review, the better the score
- Clearly identify all sections of the application – indicate which components you are addressing



# Summary and TIPS

- The project narrative must include all required information – do not use the appendices to expand the page limit
- Make Goals and Objectives Specific Measurable Achievable Realistic Time-framed (SMART)
- Activities should relate to goals and objectives
- Budget should relate to goals, objectives, and activities

# Questions?



Open the call to questions from participants