

# **FY2021 NOFO Technical Assistance Webinar: Clinical Training and Technical Assistance for Title X Family Planning Service Delivery Grantees**

***PA-FPT-21-001***

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Tuesday, June 8, 2021

Dial in number: 888-677-1131

Participant passcode: 3010901



Office of the  
Assistant Secretary  
for Health

## Call logistics

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- This webinar is being recorded
- Listen-only mode
- Submit questions in the Q&A box
- Unmute your line during the Q&A session to ask your question
- Webinar materials posted to grants.gov and the OPA website in about a week

## Webinar Agenda

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- Programmatic Overview of the Notice of Funding Opportunity (NOFO)
- Grants and Acquisitions Management
- Competitive Application Requirements and Process
- Question and Answer Session

## OPA Mission

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- Promote health across the reproductive lifespan through innovative, evidence-based adolescent health and family planning programs, services, strategic partnerships, evaluation, and research.
- OPA administers the Title X Family Planning program, the Teen Pregnancy Prevention program, and the Embryo Adoption Awareness program

## Purpose (Executive Summary, page 3)

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- Ensure that diverse point-of-care clinical services providers (i.e., physicians, physician assistants, nurse practitioners, certified nurse midwives, and expanded practice registered nurses) and other services providers (i.e., registered nurses, public health nurses, licensed vocational or licensed practical nurses, certified nurse assistants, health educators, social workers, or clinic aides) that provide various levels of clinical services in Title X family planning service projects, have the updated knowledge, skills, and attitudes to effectively deliver high-quality family planning services.
- Title X family planning service projects play a critical role in ensuring access to a broad range of family planning and related preventive health services for millions of low-income or uninsured individuals and others every year.

## NOFO Snapshot (Federal Award Information, page 20)

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- Estimated Federal Funds Available: \$ 1,000,000
- Anticipated Number of Awards: 1
- Award Ceiling (Federal Funds including indirect costs): \$1,000,000 per budget period
- Award Floor (Federal Funds including indirect costs): none
- Anticipated Start Date: September 30, 2021
- Estimated Period of Performance: Not to exceed 5 years
- Anticipated Initial Budget Period Length: 12 months
- Type of Award: Cooperative Agreement

## OPA priorities

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- Ensuring that Title X family planning services are:
  - **of the highest quality;**
  - **evidence-based;**
  - **client-centered;**
  - **culturally competent;**
  - **inclusive and trauma-informed;**
  - **protect the dignity of the individual client; and,**
  - **designed and delivered to ensure health equity among vulnerable and marginalized populations.**

## **National Clinical Training Center Expectations [Program Description>Expectations, page 11]**

- Develop an effective, efficient, appropriate, and sustainable training and technical assistance plan;
- Design, update, deliver, communicate, and disseminate high-quality, evidence-based training and technical assistance that is tailored to the diverse needs of Title X grantee clinical services providers and other services providers and OPA key focus areas;
- Establish a strategic and systematic process of collecting and curating clinical knowledge, and develop and maintain a robust, user-friendly website;

## National Clinical Training Center Expectations [Program Description>Expectations, page 11]

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- Convene an annual national clinical reproductive health meeting(s) for Title X providers;
- Monitor, evaluate, and continuously improve the clinical training and technical assistance provided to Title X grantees;
- Establish and maintain partnerships and work collaboratively with OPA and partners;
- Establish and maintain a Grantee Leadership/Advisory Council.

All activities funded under this announcement must be in compliance with the Title X statute, as well as the program regulations and legislative mandates, as applicable

## Integrate a Focus on Diversity, Equity, and Inclusion

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- Throughout the design, development, implementation, communication, and dissemination of the entire TA plan and all training and technical assistance offerings
- Includes ensuring that trainers and technical assistance providers are representative of the populations served by Title X
- Includes ensuring that trainers and TA providers have diverse experiences and expertise

## **Tiered Training and Technical Assistance (Program Description>Expectations, page 12)**

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- A universal level of training, e.g., development of clinical protocols, prepackaged e-learning courses, etc.
- A selected level of training and/or technical assistance for a sub-set of service grantees (or subrecipients and/or service sites) that have a particular interest or need for assistance, e.g., creation of learning collaboratives comprised of several grantees with shared learning objectives; and,
- An individualized level of technical assistance for individual service grantees (or subrecipients and/or service sites) that require one-on-one coaching to address specific challenges/barriers to optimal clinical performance.

## **Focus areas for Year 1 (Program Description>Expectations, page 14)**

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For the first year, the applicant should consider the following as focus areas:

- Telehealth/telemedicine- Provision of high-quality family planning and sexual and reproductive health services through telehealth/telemedicine
- Quality Family Planning -with an emphasis on client-centered counseling and sexual health assessment
- Youth-friendly clinical services – with an emphasis on counseling adolescent clients
- Trauma informed and inclusive clinical care
- Collecting and using encounter-level data for continuous quality improvement
- (i.e., FPAR 2.0)

## Communicate and collaborate with Project Officers (Project Description>Expectations, page 16)

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OPA expects the funded training center to communicate and collaborate with OPA project officers to:

- Ensure that project officers have an opportunity to provide input into the final training and technical assistance plan
- Increase the awareness of training, instructional material, and technical assistance offerings among the project officers, which they in turn can promote widely to their grantees increasing the uptake and utilization of resources and opportunities
- Keep project officers informed of the results of training and technical assistance for their grantees so that they can reinforce the key messages through their continued communication with grantees

## Communicate and collaborate with RHNTC and Grantees (Project Description>Expectations, page 17)

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- The Reproductive Health National Training Center is funded by OPA and OWH and provides training and technical assistance to all OPA-funded Title X family planning service delivery grantees and all OPA-funded Teen Pregnancy Prevention (TPP) grantees
- OPA regards grantees as experts in their respective fields and work, and expects the training center to identify strategies to highlight and leverage grantee expertise as a part of the training and technical assistance plan.

## **Establish and maintain a Grantee Leadership/Advisory Council (Project Description>Expectations, page 17 and 18)**

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OPA expects that this Council will include diverse representation across grantees, including:

- Diverse Title X grantees (e.g., organization type, geographic distribution, size of the grantee network)
- Diverse Title X grantee staff (e.g. race, ethnicity, gender identity, sexual orientation, age, national origin)
- Diverse roles within the Title X clinical services providers (physicians, physician assistants, nurse practitioners, certified nurse midwives, and expanded practice registered nurses) and other services providers (registered nurses, public health nurses, licensed vocational or licensed practical nurses, certified nurse assistants, health educators, social workers, or clinic aides); and,
- Diverse group of clinical services providers and other services providers with demonstrated clinical expertise that represent and serve the diverse populations served by Title X grantees.

## Project Narrative (Application Content, page 24)

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HHS/OASH recommends that your project narrative include the following components:

- **Understanding of and Experience Providing Clinical Training and Technical Assistance on Family Planning**
- **Technical Approach**
- **Project Management**
- **Evaluation Plan**

## **Understanding of and Experience Providing Clinical Training and Technical Assistance on Family Planning (Application Content>Project Narrative, page 25)**

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This section should demonstrate a thorough understanding of the purpose of the project and your experience providing clinical training and technical assistance related to the provision of quality family planning services in compliance with the requirements of 42 CFR § 59.205(a)(1):

- a) Demonstrate your understanding of the mission and organization of the Title X program, the expectations for Title X family planning service delivery grantees, and the role of clinical training and technical assistance in the Title X program at the national level.
- b) Describe your experience providing clinical training and technical assistance (1) on topics of importance for Title X and family planning, (2) at varying levels of intensity (universal, selected, targeted), (3) for a variety of new and seasoned clinical service providers and other services providers, and (4) using diverse strategies and approaches.
- c) Describe how your clinical training and technical assistance program will increase the delivery of services to people, particularly low-income groups, with a high percentage of unmet need for family planning services and maximize the impact of family planning services nationwide.

## Understanding of and Experience Providing Clinical Training and Technical Assistance on Family Planning (Application Content>Project Narrative, page 25)

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- d) Describe how the project plan will implement the requirements to which you have provided assurances in the appendix. These include: no portion of the Federal funds will be used to train personnel for programs where abortion is a method of family planning; no portion of the Federal funds will be used to provide professional training to any student as part of his education in pursuit of an academic degree; and no project personnel or trainees shall on the grounds of sex, religion or creed will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the project.

## Technical Approach (Application Content>Project Narrative, page 26)

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- Describe how you will approach the development and implementation of clinical training and technical assistance for Title X service grantees in compliance with the requirements of 42 CFR § 59.205(b)-(e) and (g)
- Describe the extent to which the training program promises to fulfill the family planning services delivery needs of the area to be served including, but not limited to:
  - a) Development of a capability within family planning service projects to provide pre- and in-service training to their staff;
  - b) Improvement of the family planning services delivery skills of family planning and health services personnel; and
  - c) Expansion of family planning services, particularly in rural areas, through new or improved approaches to program planning and deployment of resources, including clinicians.

## Technical Approach (Application Content>Project Narrative, page 26)

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- Include a description of:
  - i. a methodology to assess the particular training (e.g., skills, attitudes, or knowledge) that prospective trainees in the area to be served need to improve their delivery of family planning services;
  - ii. a methodology to define the objectives of the training program in light of the particular needs of trainees,
  - iii. a methodology for development of the training curriculum and any attendant training materials and resources,
  - iv. a method for implementation of the needed training, and
  - v. provision of a method and criteria by which trainees will be selected.

## Technical Approach (Application Content>Project Narrative, page 26)

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- Describe overall approach to addressing the expectations outlined in Section B.2, including:
  - a) Developing an effective, efficient, appropriate, and sustainable training and technical assistance plan that is tailored to meet grantee needs and OPA focus areas, and integrates a focus on diversity, equity, and inclusion throughout.
  - b) Designing, updating, delivering, communicating, and disseminating training and technical assistance for Title X clinical services providers and other services providers. Your description should include diverse approaches and methods for providing training and technical assistance, including at varying levels of intensity (universal, selected, and targeted), and to both new and seasoned staff at multiple organizations levels (grantee, subrecipient, service site). You should describe the research and best practices supporting selected training approaches and methods.

## Technical Approach (Application Content>Project Narrative, page 27)

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- Describe overall approach to addressing the expectations outlined in Section B.2, including:
  - c) Describe how you will establish a strategic and systematic process of collecting and curating clinical knowledge and developing and maintaining a robust, user-friendly website.
  - d) Describe your plans for convening an annual national clinical reproductive health meeting(s) for Title X providers.
  - e) Describe how you will establish and maintain partnerships and work collaboratively with OPA and other partners to best meet the needs of Title X grantees.
  - f) Describe your plans to establish and maintain a Grantee Leadership/Advisory Council that includes diverse representation of Title X grantees and other experts. Describe how you will select representatives and meaningfully engage the council.

## Project Management (Application Content>Project Narrative, page 27)

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- This section should describe the applicant organization's capacity and plans for managing the project.
  - a) Describe how the applicant agency is organized and its capacity to make rapid and effective use of awarded funding.
  - b) Describe the administrative and management capability and competence of the applicant, including the nature and scope of its work; its demonstration of excellence in ensuring a focus on diversity, equity, and inclusion; and, the capabilities it possesses relevant to this project including distant education/virtual capabilities.
  - c) Describe the competence of project staff in relation to the services to be provided. This should include the extent to which staff possess high levels of expertise at the national level in the development and delivery of clinical training and technical assistance in areas relevant to family planning and/or reproductive health services and OPA focus areas, and the clinical background/expertise of project personnel. Curriculum vitae or biographical sketches for key project personnel should be included as appendices

## Project Management (Application Content>Project Narrative, page 28)

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- This section should describe the applicant organization's capacity and plans for managing the project.
  - a) Clearly define the roles and responsibilities of project staff and subrecipients and any participating partner organizations, and how they will contribute to achieving the project's objectives and outcomes.
  - b) Clearly specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress; oversight and management of any subrecipient or partner organizations; preparation of reports; and communications with OPA.
  - c) Describe the approach that will be used to monitor and track progress on the project's tasks and objectives. HHS/OASH expects that, throughout the project period, the Project Director will have involvement in, and substantial knowledge about, all aspects of the project.

## Evaluation (Application Content>Project Narrative, page 28)

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- This section of the project narrative must describe the evaluation methodology consistent with the requirements of 42 CFR § 59.205(f), including the manner in which such methodology will be employed, to measure the achievement of the objectives of the training program. Your description should include:
  - a) The measurable outcomes(s) that will result from the training center's activities and how you will evaluate the training center activities to determine the outcomes. Describe the quantitative and qualitative tools and techniques that will be employed to measure the outcome(s), and how lessons learned will be identified and documented.

## Evaluation (Application Content>Project Narrative, page 28)

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- b) How you will continuously monitor, evaluate, and improve the training and technical assistance provided to Title X. How you will use the feedback and data collected to identify and address areas for continuous quality improvement, including collection of performance measure data.
- c) How you will ensure that the clinical training and technical assistance provided to grantees is meeting the grantee needs and stated expectations.

## Application Appendices (Section # , pages 24 - 25)

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- Project Partners
- Documentation of Commitment from Partners, Subrecipient Organizations, and Agencies
- Organizational Chart
- Summary Bios for Key Project Personnel
- Project Target Population

## NOFO Appendices (page 37)

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- Assurances,
- Work plan,
- MOUs, Letters of Support,
- CVs/Resumes and Job Descriptions,
- Organizational Chart)

  

- **Submit all appendix content as a single acceptable file**

## Application responsiveness criteria (page 21)

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The responsiveness criterion are as follows:

- The required Title X Assurances (42 CFR part 59, subpart C (§59.205(a))).
- The applicant must include in the application appendix a letter signed by a duly authorized representative of the applicant organization that explicitly certifies that if an award is made to the applicant under this announcement,

“(1) No portion of the Federal funds will be used to train personnel for programs where abortion is a method of family planning; (2) No portion of the Federal funds will be used to provide professional training to any student as part of his/her education in pursuit of an academic degree; and (3) No project personnel or trainees shall on the grounds of sex, religion, or creed be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the project.”

## Additional Factors (page 49)

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- The Deputy Assistant Secretary for Population Affairs or their designee will provide recommendations for funding to the Grants Management Officer to conduct risk analysis.
- In providing these recommendations, the Deputy Assistant Secretary for Population Affairs or their designee will take into consideration the following additional factors:
  - The extent to which the project demonstrates the ability to increase and improve access to clinical training and technical assistance for Title X grantees.
  - The extent to which the project best promotes the purposes of Sections 1001(family planning services) and 1003 (family planning training) of the Public Health Service Act, within the limits of funds available for such projects.

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Any Questions?

# **Clinical Training and Technical Assistance for Title X Family Planning Service Delivery Grantees**

**Opportunity No: PA-FPT-21-001**

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**Competitive Application Deadline**

**Due Date: August 3, 2021**

**Cutoff Time: 6:00 p.m. ET**



**OASH**

Office of the  
Assistant Secretary  
for Health

## Submission Dates and Times (Section A)

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***Application is due by 6:00 p.m. Eastern Time, Tuesday, August 3, 2021.***

- Your submission time will be determined by the date and time stamp provided by Grants.gov when you complete your submission.
- Strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date.
- Grants.gov may take up to 48 hours to notify you of a successful submission.
- If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration.

## Eligible Applicants (NOFO, Section E.1)

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### **Applicant eligibility for this NOFO:**

Any public or private nonprofit entity located in a State (which includes one of the 50 United States, District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands) is eligible to apply for a cooperative agreement under this announcement. Faith-based organizations, community-based organizations, and American Indian/Alaska Native/Native American (AI/AN/NA) organizations are eligible to apply for Title X family planning training grants.

## Eligible Applicants (NOFO, Section E.1)

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### Examples include:

- State Governments
- County Governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)
- Public Housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private nonprofit institutions of higher education
- U.S. territories

## Cost Sharing or Matching (Section E.2)

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- You are not required to provide cost sharing or matching in your proposed budget.
- If you voluntarily include cost sharing in your application, you must include in your budget narrative a non-federal sources justification. During the merit review of an application, cost sharing will only be considered in the overall review of the adequacy of the total proposed budget (Federal and non-Federal share) to support the project proposed.
- Applications including voluntary cost sharing or matching that result in an award will include the cost sharing or matching commitment on the notice of award at the level proposed in the application. Any change in that commitment will require prior approval of the Grants Management Officer.

## Notice of Funding Opportunity (NOFO) Announcement

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- The Notice of Funding Opportunity (NOFO) provides information and guidance related to applications.
- Read the entire funding announcement.
- Follow the NOFO carefully!
- **The information provided in the NOFO takes precedence over any conflicting information in other documents.**

## Address to Request Application Package

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- Obtain an application package electronically by accessing Grants.gov at <http://www.grants.gov/>. Find it by searching the Assistance Listing (formerly CFDA) Number found on page 2 of the NOFO.
- The Assistance Listing (CFDA) Number is 93.260.
- Be sure to subscribe to the announcement in Grants.gov so you receive notification of any updates to the NOFO or supporting documents.

## Application Submission

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- OASH requires that all applications be submitted electronically via Grants.gov unless an exemption has been granted by the grants management officer (Section F.5, page 36).
- **If you submit an application via any other electronic communication, it will not be accepted for review.**
- Grants.gov is a website portal. All funding opportunities and grant application packages are made available on [www.Grants.gov](http://www.Grants.gov) .
- An application will not be considered valid until all application components are entered in Grants.gov and received by OASH Grants and Acquisitions Management (GAM) Division according to the deadlines specified in the “DATES” section of the NOFO (Section A.1, page 2).
- Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726.

# Application Submission

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- Applications must be submitted as three (3) files:
  - ✓ **File 1: The ENTIRE project narrative (Section F.3.a)**
  - ✓ **File 2: The ENTIRE budget narrative, including supporting documentation described in the Budget Narrative content section (Section F.3.b)**
  - ✓ **File 3: All documents in the appendices uploaded in the Attachments section of your Grants.gov application (Section F.3.c)**
- Note: required standard forms do not apply toward your page count limitations in the submission requirements as stated in Disqualification Criteria (Section E.3, pages 15-16).

# Application Submission

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- Any files uploaded or attached to the Grants.gov application must be of the following file formats –
  - ✓ Microsoft Word, PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).
  - ✓ Microsoft Excel files will NOT be accepted.
- HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF.
  - ✓ If you convert to PDF prior to submission, you may prevent any unintentional formatting that might occur with submission of an editable document.
  - ✓ Check the page count of your PDF and/or print the file to ensure that the document does not exceed the page limit.

## Application Submission

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

## Application Submission

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- To ensure successful submission of your application, carefully follow the step-by-step instructions provided at: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>
- These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information

# Application Elements

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## Forms

- Application for Federal Assistance (SF-424)**
- Budget Information for Non-construction Programs (SF-424A)**
- Assurances for Non-construction Programs (SF-424B)**
- Disclosure of Lobbying Activities (SF-LLL)**
- Project Abstract Summary**

## Files

- Project Narrative – Submit all Project Narrative content as a single acceptable file.**
- Budget Narrative – Submit all Budget Narrative content as a single acceptable file.**
- Appendices – Submit all appendix content as a single acceptable file, in the Attachments section of your Grants.gov application.**

## Application Format

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- Be sure to follow Project Narrative format instructions in the NOFO. Your application will be disqualified if it does not conform to the format requirements.**
- You must double-space the Project Narrative pages.**
- You must use 12-point font.**
- You should use an easily readable typeface, such as Times New Roman or Arial.**
- You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.**
- For Appendices and Budget Narrative, you should use the same formatting specified for the Project Narrative.**
- Appendix documents such as résumés may use alternate formats common to such documents.**

## DUNS Number and the System for Award Management (SAM) (Section F.4)

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- You are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal awards through Grants.gov.
- You will find instructions on the Grants.Gov web site as part of the organization registration process at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- Your organization must register online in the System for Award Management (SAM).
- Applicants are advised to begin the SAM registration process immediately. If you are selected for an award, **an active SAM registration may be required prior to receiving an award.**

## System for Award Management (SAM)

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- If you are registering a **new** entity in SAM.gov, you need to create a login.gov account, if you don't already have one.
  - **Please note that the complete process for registering a new entity involves submission of a notarized letter by mail.**
- If you are renewing your registration, your old SAM.gov username and password will not work anymore. You will need to create a login.gov account if you do not already have one.
- Minimum timeframe to complete an initial SAM registration online is 30 min.
- Timeframe for applicant's registration to become active is up to 10 days and may take longer depending on volume.
- SAM registration **must** be renewed each year.
- Average timeframe for updates in SAM.gov to appear in Grants.gov is up to 72hrs.

## SAM (continued)

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- We strongly recommend applicants check for an active registration in SAM well before application deadline.
- If you are successful and receive an award, you must maintain an active SAM registration with current information **at all times** during the active award.
- If you have not complied with the SAM registration requirements, HHS/OASH
  - **May determine you are not qualified to receive an award; and**
  - **May use that determination as a basis for making an award to another applicant.**
- Should you successfully compete and receive an award, **all first-tier sub-award recipients must have a DUNS number at the time you, the recipient, make a sub-award.**

## Funding Restrictions

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- If you are successful and receive an award, by accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of the award, and applicable statutory provisions.
- Costs must be allowable, allocable, reasonable, and necessary direct expenses or indirect costs in accordance with regulations and current policy.
  - **Indirect costs may be included per 45 CFR 75.414. Applicants should indicate which method or rate is used for this application. (Section F.3.b.1.o)**
  - **Pre-award costs are not allowed. (Section F.7.a)**
  - **Current Salary Limitation: \$199,300 effective January 2021 (Section F.7.b)**

# Budget Narrative and Forms

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## The Project Budget Information:

SF 424A Budget Forms

Budget Narrative

Detailed Budget Justification

- Must be consistent with the requirements of the NOFO**
- Budgeted costs must reflect proposed activities**
- Budget line item descriptions and justification requirements are explained in the NOFO**
- Suggested table formats in the NOFO**
- Plan for Oversight of Federal Award Funds (Section F.3.b.2)**

**Forms, narrative, and detailed justification do not count toward page limit.**

## Application Disqualification Criteria

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If your application does not meet the following requirements, it will be disqualified and receive no further consideration:

- Submitted electronically via [www.grants.gov](http://www.grants.gov) by due date and time (unless an exemption was granted 2 business days prior to the deadline).
- If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline.
- HHS/OASH/GAM deems your application eligible.
- Project Narrative must be double-spaced, on the equivalent of 8.5" X 11" page size with 1" margins on all sides and font size not less than 12 points.
- Project Narrative ***must not exceed 50 pages***.
- The Total Application, including Project Narrative ***must not exceed 100 pages***.

## **Application Disqualification Criteria (continued)**

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If your application does not meet the following requirements, it will be disqualified and receive no further consideration:

- **Your Federal funds request including indirect costs does not exceed the maximum indicated in Award Ceiling (\$1,000,000)**
- **If you have included voluntary cost sharing or matching, you must include in your budget narrative a non-federal sources justification.**

## Application Disqualification Criteria (continued)

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- Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review;
  - **However, this may impact your application's scoring under the evaluation criteria.**
- **Be sure to follow submission instructions carefully.**

## Application Review Criteria (Section G.1) (page 30)

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- Experience Providing Clinical Training and Technical Assistance on Family Planning (20 points)
- Technical Approach (30 points):
- Project Management (30 points):
- Evaluation (15 points)
- Budget (5 points)

## Application Merit Review

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- Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the NOFO.
- Objective Review Committee process is formal and confidential. Federal staff are available for questions and to ensure the process is consistent and fair, but do not participate in discussion and scoring.
- Applications are then also reviewed:
  - **By GAM staff for administrative & business compliance.**
  - **By OPA Program Office staff for programmatic compliance.**

## Funding Decisions (Section G.4)

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- The Director of the Office of Population Affairs will make final award selections to be recommended to the Grants Management Officer for risk analysis.
- Upon completion of risk analysis and concurrence of the Grants Management Officer, HHS/OASH will then issue Notices of Award.
  - **No award decision is final until a Notice of Award is issued.**
  - **All award decisions, including level of funding, if an award is made, are final and you may not appeal.**

## Funding Process

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- **We are not obligated to make any Federal award as a result of this announcement.**
- **Only the grants officer can bind the Federal government to the expenditure of funds.**
- If you receive communications to negotiate an award or request additional or clarifying information, this does not mean you will receive an award; it only means that your application is still under consideration.
- **All award decisions, including level of funding if an award is made, are final and you may not appeal.**

## Funding Process – Review of Risk Posed by Applicant

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- HHS/OASH will evaluate each application in the fundable range for risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205
- OASH will use a risk-based approach and may consider any items such as the following as stated in the NOFO:
  - **Applicant's financial stability;**
  - **Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;**
  - **History of performance – Applicant's record in managing Federal awards including timeliness of compliance with applicable reporting requirement, and conformance to the terms and conditions of previous Federal awards;**
  - **Reports and findings from audits performed; and**
  - **The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.**

## Plan for Oversight of Federal Award Funds

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- If your internal controls are available online, you may provide the link as part of your plan in the budget narrative.
- We have also included Appendix A, which contains questions applicants may find useful in considering their Plan for Oversight of Federal Funds.

## Non-funded Applications as a Result of Risk Review

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- If we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2) and we do not make an award to you as a result, we must report that determination to FAPIIS, if certain conditions apply.
- The standards include at a minimum, if you are a prior Federal award recipient the information in FAPIIS must “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” 45 CFR § 75.205(a)(2)
- Information reported in FAPIIS is available for other organizations to review when considering you for an award.

## Notice of Award (NOA)

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### **The Notice of Award:**

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

## Funding Process – Points of Contact

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- GAM is the official contact for awardees throughout the award life cycle.
- All official communication related to the award is between GAM and the successful applicant.
- Unsuccessful applicants will be notified by the OPA Program Office via letter.

## Summary and Tips

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### Project Narrative Description:

- Be clear, complete and concise in the project description; follow and address exactly what is requested in the NOFO.
- Don't make the reviewer search for the required information. Generally, the easier the application is to review, the better the score.
  - **Reviewers are not allowed to do external research, follow embedded links, etc.**
- 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. Do not use appendices to expand the page limit.

## Summary and Tips

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### Project Narrative Description:

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

## Summary and Tips

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### Staffing:

- 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.

## Summary and Tips

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### **Budget:**

- 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.
- Do not request more funds than are available, as listed in the NOFO. This amount is *inclusive* of indirect costs.
- The operating budget should be complete and include Federal and non-Federal funds, projected program income from fees and third party payers and other contributing funds.

## Summary and Tips

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### Overall:

- Include full names (**First Middle Last**) for Authorized Official, Principal Investigator/Project Director and all Essential Personnel
- Electronic submission **IS** required.
- Do not wait until the last minute to begin SAM registration or update your registration.
- Do not wait until the last minute to begin the electronic submission—problems could arise.

## NOFO Inquiries

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### Program Questions

Program Office Attn: Office of Population Affairs

Mousumi Banikya-Leaseburg

Email: [Mousumi.Banikya-Leaseburg@hhs.gov](mailto:Mousumi.Banikya-Leaseburg@hhs.gov)

Telephone: 240-453-2846

### Administrative or Financial Questions

Grants Management Specialist

Robin Fuller

Email: [Robin.Fuller@hhs.gov](mailto:Robin.Fuller@hhs.gov)

Telephone: 240-453-8822

### Electronic Submission Requirements Grants.gov Applicant Support

[www.grants.gov](http://www.grants.gov)

Email: [support@grants.gov](mailto:support@grants.gov)

Telephone: 800-518-4726

**Please do not contact OASH Program or Grants office staff for Grants.gov issues.**

# Question and Answer Session

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FAQs will be posted to Grants.gov



Office of the  
Assistant Secretary  
for Health



**These slides and a link to the recording of this presentation will be posted on grants.gov following the presentation.**

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