

Fiscal Year 2015 National Training and Technical Assistance Cooperative Agreements (NCA) Cooperative Agreements Non-Competing Continuation Progress Report Frequently Asked Questions (FAQs)

Below are common questions and corresponding answers for the Fiscal Year (FY) 2015 NCA Non-Competing Continuation Progress Report (NCC). New FAQs will be added as necessary, so please check the NCA NCC Technical Assistance webpage at <http://www.hrsa.gov/grants/apply/assistance/nca> frequently for updates. The FAQs are organized under the following topics:

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Submission Development and Attachments

- 1. When are the NCC submissions due in the HRSA Electronic Handbook (EHB)?**
Submissions are due in EHB by 5:00 PM ET on March 13, 2015.
- 2. When can NCAs begin working on the FY 2015 NCA NCC Progress Report?**
The NCC Progress Report were made available in EHB on January 30, 2015. NCAs received a notification in EHB that the NCC module is open.
- 3. When should Attachments 1-6 be uploaded with the NCC submission?**
The Program Narrative Update (Attachment 1) is required. Submit revised versions of attachments 2 through 5 if any information related to the Staffing Plan, Position Descriptions for Key Personnel, Biographical Sketches for Key Personnel, Letters of Support, and a Summary of Contracts and Agreements has been updated or changed since the FY 2014 NCA submission. Upload other documents to support the Progress Report in Attachment 6: Other Relevant Documents, as needed.

4. How is the Staffing Plan (Attachment 1) different from the Position Descriptions (Attachment 2) and Biographical Sketches (Attachment 3)?

The Staffing Plan (Attachment 1) is a presentation and justification of all staff required to execute the project. Position Descriptions (Attachment 2) and Biographical Sketches (Attachment 3) are focused on key personnel only. A staffing plan template is available on the [NCA TA website](#).

5. Who in the organization is considered key personnel for Attachment 2 (Position Descriptions) and Attachment 3 (Biographical Sketches)?

Key personnel may include the Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Information Officer (CIO), Chief Operating Officer (COO), and Program Leads, among others as determined by the organization.

6. What is the difference between a Position Description (Attachment 2) and a Biographical Sketch (Attachment 3)?

A position description outlines the key aspects of a position (e.g., position title, description of duties and responsibilities, position qualifications, salary range, work hours). A biographical sketch describes the key qualifications of a specific individual that make him/her qualified for a position (e.g., past work experience, education/training, language fluency).

Program Narrative Update

7. What is the purpose of the Program Narrative Update when progress will be reported in the Progress field of the FY 2015 Project Work Plan Progress Report?

The purpose of the Program Narrative Update is to discuss broad issues and challenges that have impacted the target audience(s) served and the NCA organization, and to expand upon NCA project details that are not included in the Project Work Plan Progress Report.

8. Are all parts of the Program Narrative Update required?

Yes, NCAs must provide information in response to Parts 1 through 6 of the Program Narrative Update, as described in the NCA NCC Instructions.

9. What should be included in Part 5 of the Program Narrative Update?

Part 5 of the Program Narrative Update allows NCAs to identify additional progress not captured on the FY 2014 Project Work Plan Progress Report or through Parts 1-4 of the Program Narrative Update (e.g., progress on activities added to the work plan with approval from the Project Officer after the work plan renegotiation period).

Budget

10. What are the dates of the upcoming budget period?

The FY 2015 NCA budget period will be July 1, 2015 through June 30, 2016.

11. How much can be requested in the budget?

The budget request on the Budget Information: Budget Details form must not exceed the recommended level of support found on line 13 of the most recent Notice of Award (NoA). This amount will be pre-populated on the Budget Information: Budget Details form in EHB.

12. Is a Budget Information: Budget Details Form required for each subsequent budget year?

Yes, a Budget Information: Budget Details Form is required for each remaining budget year within the project period (Year 2 and Year 3); however, a Budget Narrative is only required for the upcoming budget period.

13. What should be included in the Budget Narrative?

The budget narrative must detail the cost of each line-item within each object class category from Section B of the SF-424A. A detailed budget justification in line-item format must be completed for the upcoming budget year. The sample Budget Narrative provided at the [NCA TA website](#), includes a box for providing narrative beyond what is included in the line-item descriptions. Refer to the Budget Narrative section of the NCA NCC Instructions for detailed guidance on this required attachment.

14. Does the federal salary limitation apply to FY 2015 NCA NCC?

Yes, federal funds may not be used to pay the salary of an individual at a rate in excess of Federal Executive Level II or \$183,300. Detailed guidance on the information that must be provided in the Budget Narrative for each staff position supported in whole or in part with federal funds is included in the NCA NCC Instructions.

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

No, budget requests should only identify Health Center Program operational funding. Do not identify other program income/non-federal resources supporting the NCA organization. Similarly, the NCA Project Work Plans and any attachments submitted with the FY 2015 NCA NCC Progress Report should only address activities supported by federal funds under the NCA cooperative agreement.

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

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

Note that organizations that include indirect costs in the budget must include a copy of the indirect cost agreement in Attachment 6: Other Relevant Documents.

Project Work Plan

17. What is the difference between the two Project Work Plans?

The FY 2014 Project Work Plan Progress Report should be used to describe progress made toward goals and activities proposed in the re-negotiated competitive work plan. By contrast, the FY 2015 Project Work Plan provides an opportunity for the NCA to discuss plans for the upcoming budget year by revising/updating the pre-populated information from the FY 2014 Project Work Plan as needed.

18. How should the FY 2014 Project Work Plan be completed?

The FY 2014 Project Work Plan Progress Report is pre-populated with information from the renegotiated competitive work plan. NCAs should report progress on all Project Work Plan activities since July 1, 2014. If no progress has been made for a particular activity, indicate this within the Progress field and provide a brief explanation. Additionally, progress should be reported on the goals (both numeric and narrative progress) and overall expected impact.

19. How should the FY 2015 Project Work Plan be completed?

EHB will prepopulate the FY 2015 Project Work Plan form with information from the renegotiated competitive work plan. Complete the FY 2015 Project Work Plan by revising the editable information to focus on the activities planned for FY 2015.

Note: Focus Areas may be changed for the FY 2015 Project Work Plan. If new Focus Areas are proposed, goals must be established for the related Evaluative Measures.

20. New - What information should be provided in EHB for Focus Areas that will not be addressed?

All potential Focus Areas will appear on the Focus Area List Page, but those that you chose not to address in your FY 2014 Project Work Plan will have zero Key Factors and zero Activities listed. If you do not plan to address these areas in your FY 2015 Project Work Plan, no action is required. You should move forward with their status listed as "Not Complete."

21. Should the FY 2015 Project Work Plan cover 1 year only?

Yes, activities included in the FY 2015 Project Work Plan should cover the time period of July 1, 2015 through June 30, 2016. However, the goals must reflect the outcomes proposed to be achieved by the end of the project period (June 30, 2017).

22. What are the minimum and maximum number of activities that can be proposed for each T/TA Focus Area in the FY 2015 Project Work Plan?

Update/identify 2 to 8 major activities for each T/TA Focus Area. For each activity, update/identify at least 1 person/area responsible, 1 time frame, and 1 expected outcome.

Funding Restrictions

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

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

- Construction/renovation of facilities
- Activities not approved under the cooperative agreement
- Reserve requirements for state insurance licensure
- Support for lobbying/advocacy efforts

24. Can section 330 funding be used to provide education on health centers and health care needs?

Yes, organizations may propose activities (e.g., issue briefs) to analyze issues impacting health centers and underserved populations. Such analysis on issues may be made available to the general public and other stakeholders such as policy makers, health centers, other safety-net providers, community leaders, and potential partners. However, educational documents related to pending or existing legislation cannot be created utilizing federal funding.

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

Refer to the following resources:

- The *HHS Grants Policy Statement*: <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>
- The Conferences section of The *BPHC Primary Care Association Guide 2012-2013*: <http://www.hrsa.gov/grants/apply/assistance/pca/pcaguide2012-2013.pdf>.
- The *HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications*: <http://www.hhs.gov/asfr/ogapa/acquisition/policies/appropriated-funds-use-for-conferences-meeting-space-6-24-2013.html>.

Technical Assistance

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

Refer to the NCA TA website at <http://www.hrsa.gov/grants/apply/assistance/nca> for TA resources including the NCC Progress Report Instructions, a replay of the TA call, presentation slides, FAQs, and sample documents. NCAs are strongly encouraged to utilize the NCA NCC EHB User Guide, also available on the NCA TA website, for step-by-step instructions on completing the submission in EHB. Organizations may also contact Cheri Daly in BPHC's Office of Policy and Program Development at bphcnca@hrsa.gov.

27. Who should I contact for questions about budget preparation, including eligible costs?

Contact the Grants Management Specialist listed on your most recent Notice of Award or William Davis in the Office of Federal Assistance Management's Division of Grants Management Operations at WDavis@hrsa.gov.

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

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

29. How will organizations be notified that the NCC was successfully submitted in EHB?

EHB will generate a confirmation page upon successful submission. Organizations are encouraged to print this confirmation page. No email confirmation will be sent.

Note: Progress Reports that do not include all required information will be considered incomplete or non-responsive. Incomplete Progress Reports will be returned via a “request change” notification in EHB with a request for the missing information. If HRSA does not receive the progress report by the established deadline or receives an incomplete or non-responsive progress report, a delay in NoA issuance or a lapse in funding could occur.