

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration**

Bureau of Primary Health Care

**National Training and Technical Assistance Cooperative
Agreements (NCA)**

Announcement Type: Non-Competing Continuation

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PROGRAM GUIDANCE

Fiscal Year 2009

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I. Funding Opportunity Description

Purpose

A non-competing continuation application is required for continuation of grant funding for a second or subsequent budget period within an approved project period. The continuation application submits the budget request for the next year of funding and serves as the primary source of information regarding accomplishments, outcomes, and obstacles, including environmental changes, related to achieving project goals/objectives during the current budget period. It also provides documentation necessary to justify continuation of the project.

The purpose of the National Technical Assistance and Cooperative Agreements is to provide necessary technical and non-financial assistance to potential and existing health centers, including:

- training and assistance in fiscal and program management (program requirements);
- operational and administrative support (performance improvement); and
- the provision of information regarding resources available under Section 330 and how they can be best used to meet the health needs of the communities served by potential and existing health centers (program development/analysis).

The Health Resources and Services Administration's (HRSA) Bureau of Primary Health Care (BPHC) is seeking to continue existing cooperative agreements with organizations providing training and technical assistance (T/TA) to specified target audiences with the goal of assisting health centers in meeting program requirements, improving performance, and supporting program development and analysis.

II. Award Information

1. Type of Award

Funding will be awarded in the form of a cooperative agreement. Cooperative agreements are a type of Federal assistance that involves a substantial level of government participation in funded activities.

Federal Responsibilities

Federal responsibilities under the cooperative agreement, in addition to the usual monitoring and technical assistance, include, but are not limited to, the following:

- Collaborate on the development and coordination of the proposed work plan for activities (including publications) funded through the cooperative agreement based on HRSA/BPHC priorities.
- Final approval of the work plan.
- Ongoing monitoring of the activities of the work plan through face-to-face and telephone meetings and the review of progress/key deliverables funded through the cooperative agreement.
- Attend and participate in appropriate meetings (e.g., State, national, committee).
- Coordinate with other Bureaus within HRSA to develop synergies in programs.

- Provide assistance in coordinating activities with other Federally-funded cooperative agreements.

The applicant's responsibilities include providing T/TA to all section 330 health center grantees and other qualified organizations (e.g., FQHC Look-Alikes) in accordance with the terms and conditions of this award. Specifically, the applicant will carry out the agreed upon work plan activities within the three priority areas.

Effective, strong linkages with national organizations are part of the overall HRSA strategy to promote increased access to primary health care services and to foster better working relationships between Federal, State, and local organizations.

2. Summary of Funding

HRSA expects to provide funding for the budget period beginning July 1, 2009 through June 30, 2010 **OR** beginning September 1, 2009 through August 31, 2010, as identified on the Notice of Grant Award. The continuation budget request should not exceed the recommended level of support found on line 13 of the Notice of Grant Award. The budget period and funding level can also be verified by contacting the Grants Management Specialist identified on your Notice of Grant Award.

The approved level of funding will be dependent upon the availability of appropriated funds, satisfactory progress, adequate justification for all projected costs, and a determination that continued funding is in the best interest of the government. Inadequate justification and/or progress may result in the reduction of approved funding levels.

Funding for subsequent years is dependent on the availability of appropriated funds, satisfactory grantee performance, and a determination that continued funding is in the best interest of the government.

III. Eligibility Information

1. Eligible Applicants

Eligibility for this funding opportunity is limited to the current awardees requesting support for a second or subsequent budget period within a previously approved project period for the National Training and Technical Assistance Cooperative Agreements (NCA).

2. Cost Sharing/Matching

There is no cost sharing or matching requirement for this funding opportunity.

3. Other

Federal funds shall not be used to take place of current funding for activities described in the application. The awardee must agree to maintain non-Federal funding for cooperative agreement activities at a level which is not less than expenditures for such activities during the fiscal year prior to receiving the cooperative agreement.

IV. Application and Submission Information

1. Address to Request Application/Summary Progress Report Package

Application Materials

The application and submission process has changed significantly. HRSA is *requiring* awardees to submit their non-competing continuation application electronically through Grants.gov. All awardees *must submit* in this manner unless the awardee is granted a written exemption from this requirement **in advance** by the Director of HRSA's Division of Grants Policy or designee. Awardees must request an exemption in writing from DGPWaivers@hrsa.gov, and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. Make sure you specify the announcement number for which you are seeking relief, and include specific information, including any tracking or anecdotal information received from Grants.gov and/or the HRSA Call Center, in your justification request. **As indicated in this guidance, HRSA and its Grants Application Center (GAC) will only accept paper applications from awardees that received prior written approval.**

Refer to Appendix A for detailed application and submission instructions. Pay particular attention to Section 2, which provides detailed information on the non-competitive continuation application and submission process.

Application Materials

Awardees must submit proposals according to the instructions in Appendix A, using this guidance in conjunction with the PHS 5161-1. These forms contain additional general information and instructions for grant applications, proposal narratives, and budgets. These forms may be obtained by:

(1) Downloading from <http://www.hrsa.gov/grants/forms.htm>

Or

(2) Contacting the HRSA Grants Application Center at:

The Legin Group, Inc.
910 Clopper Road, Suite 155 South
Gaithersburg, MD 20878
Telephone: 877-477-2123
HRSAAGAC@hrsa.gov

2. Content and Form of Application Submission

See Appendix A, Section 5 for detailed application submission instructions. These instructions must be followed.

The total size of all uploaded files **may not exceed the equivalent of 40 pages when printed by HRSA, approximately 5 MB. This 40-page limit includes the abstract,**

project and budget narratives, attachments, and letters of commitment and support.
Standard forms are NOT included in the page limit.

Applications that exceed the specified limits (approximately 5 MB, or that exceed 40 pages when printed by HRSA) will be deemed non-compliant. All non-compliant applications will be returned to the applicant, which could result in a delay in issuing the Notice of Grant of Award or a lapse in funding.

Application Format Requirements

Application for funding must consist of the following documents in the following order:

SF-424 Short Form – Table of Contents

 It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.
 Failure to follow the instructions may make your application non-compliant. Non-compliant noncompeting applications will have to be resubmitted to comply with the instructions.

 For electronic submissions no Table of Contents is required. HRSA will construct an electronic Table of Contents in the order specified.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
Application for Federal Assistance (SF-424)	Form	Pages 1, 2 & 3 of the SF-424 face page.	Not counted in the page limit
Project Summary/Abstract	Attachment	Can be uploaded on page 2 of SF-424 - Box 15	Required attachment. Counted in the page limit. Refer guidance for detailed instructions. Provide table of contents for this document
Additional Congressional District	Attachment	Can be uploaded on page 2 of SF-424 - Box 16	If applicable; not counted in the page limit.
HHS Checklist Form PHS-5161	Form	Pages 1 & 2 of the HHS checklist.	Not counted in the page limit

 After successful submission of the above forms in Grants.gov, and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application and requiring the Project Director and Authorizing Official to review and submit additional information in the HRSA EHBs. Your application will not be considered submitted unless you review the information submitted through Grants.gov and enter and submit the additional information required through HRSA's EHBs. Refer to the HRSA Electronic Submission Guide provided in Appendix A, Section 2 of this guidance for the complete process and instructions.

Note the following specific information related to your submission. Understand that for your non-competitive application, only the forms mentioned in the Table of Contents listed above are submitted through Grants.gov. All supplemental information will be submitted through the HRSA EHBs.

i. Application Face Page (Grants.gov)

Use Public Health Service (PHS) Application Form 5161-1 provided with the application package. Prepare this page according to instructions provided in the form itself. The Catalog of Federal Domestic Assistance Number is 93.129.

DUNS Number

All applicant organizations are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <http://www.hrsa.gov/grants/dunscrr.htm> or call 1-866-705-5711. Please include the DUNS number in item 8c on the application face page. Applications *will not* be processed without a DUNS number.

Note: All applicant organizations are required to register with the Federal Government's Central Contractor Registry (CCR) in order to do electronic business with the Federal Government. Information about registering with the CCR can be found at <http://www.hrsa.gov/grants/dunscrr.htm>.

ii. Table of Contents

The application should be presented in the order of the Table of Contents provided earlier. Again, for electronic applications no Table of Contents is necessary as it will be generated by the system. (Note: the Table of Contents will not be counted in the page limit).

iii. Application Checklist (Grants.gov)

Use the checklist included with the Application Form 5161-1 provided with the application package.

iv. Budget (EHBs)

Please use application Form 5161-1 provided with the application package. Complete Sections A, B, C, E, and F, and then provide a line item budget for year two using the budget categories in the SF 424A for Non-Construction Programs. The budget request should not exceed the recommended level of support found on line 13 of the most recent Notice of Grant Award. By completing the Budget Information Section in HRSA's EHBs, you are completing the PHS 5161 budget form.

v. Budget Justification (EHBs)

Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of proposed objectives. The budget period is for ONE year. Line item information must be provided to explain the costs entered in Application Form 5161-1. **The budget justification must clearly describe each cost element and explain how each cost contributes to meeting the project's objectives/goals.** Be very careful about showing how each item in the "other" category is justified. The budget justification **MUST** be concise. Do NOT use the justification to expand the project narrative.

Include the following in the Budget Justification narrative:

Personnel Costs: Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, percent full time equivalency, and annual salary.

Indirect Costs: Indirect costs are those costs incurred for common or joint objectives which cannot be readily identified but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For institutions subject to OMB Circular A-21, the term “facilities and administration” is used to denote indirect costs. If an organization applying for an assistance award does not have an indirect cost rate, the applicant may wish to obtain one through HHS’s Division of Cost Allocation (DCA). Visit DCA’s website at: <http://rates.psc.gov/> to learn more about rate agreements, the process for applying for them, and the regional offices which negotiate them.

Fringe Benefits: List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement. The fringe benefits should be directly proportional to that portion of personnel costs that are allocated for the project.

Travel: List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel should be outlined. The budget should also reflect the travel expenses associated with participating in meetings and other proposed trainings or workshops.

Equipment: List equipment costs and provide justification for the need of the equipment to carry out the program’s goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items that meet the definition of equipment (a unit cost of \$5000 and a useful life of one or more years).

Supplies: List the items that the project will use. In this category, separate office supplies from medical and educational purchases. Office supplies could include paper, pencils, and the like; medical supplies are syringes, blood tubes, plastic gloves, etc., and educational supplies may be pamphlets and educational videotapes. Remember, they must be listed separately.

Subcontracts: To the extent possible, all subcontract budgets and justifications should be standardized, and contract budgets should be presented by using the same object class categories contained in the Standard Form 424A. Provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables.

Other: Put all costs that do not fit into any other category into this category and provide and explanation of each cost in this category. In some cases, grantee rent, utilities and insurance fall under this category if they are not included in an approved indirect cost rate.

If you anticipate that there will be unobligated balances (UOB) of funds at the completion of the current budget period, include the high estimate of the amount in this continuation

application. The estimate of the UOB amount should be placed in SF-424A, Section A – Budget Summary in Line 1, Columns C and D. This unobligated balance estimate should not be listed on the face sheet as the federal amount requested nor included in the budget and budget narrative justification.

If the UOB is needed to complete the project objectives, you must request to use the UOB as carryover for your project in the new budget period. Letters should be submitted to your Grants Management Specialist (GMS) in the Division of Grants Management Operations. In the request, include an explanation of why the funds were not spent, why the carryover is needed, a revised budget, budget justification, and recent Financial Status Report (FSR). GMS contact information can be found on the Notice of Grant Award. The UOB carryover request should be sent separately, *but at the same time as the submittal of the FSR*, which is due within 90 days of the end of the current budget period.

vi. Staffing Plan and Personnel Requirements (EHBs)

If staffing changes have occurred during the current budget period, please provide a staffing plan and a justification for the plan that includes education, experience qualifications, and rationale for the amount of time being requested for new staff position(s). The staffing plan must be included in Attachment 1. Position descriptions that include the roles, responsibilities, and qualifications of **new** project staff must be included in Attachment 2. Copies of biographical sketches for any **new/additional** key employed personnel that will be assigned to work on the proposed project must be included in Attachment 3. If no staffing changes have occurred over the current budget period, please indicate so in the program narrative.

vii. Assurances and Certifications

1) Assurances and Certifications (SF 424, Block 21)

Review the 18 assurances listed and select “I Agree” to certify that the assurances and certifications have been read and that the applicant agrees to comply with the requirements of form SF 424B upon award of funds.

2) Disclosure of Lobbying Activities

If “Yes” for lobbying activities was selected in the certifications section, then the Disclosure of Lobbying Activities must be completed.

viii. Project Abstract (Grants.gov)

Provide a summary of the application. Because the abstract is often distributed to provide information to the public and Congress, please prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title

- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one (1) page in length.

ix. *Program Narrative (Full narrative and attachments in EHBs)*

A non-competing continuation application is required for the second budget period of the approved project period. The program narrative should include: (1) a brief summary of overall project accomplishments during the reporting period including any barriers to progress that have been encountered and actions/steps taken to overcome them; (2) progress on the work plan's goals/objectives including milestones and accomplishments; (3) any major changes made to the project, providing an explanation for such changes; (4) current staffing, including the roles and responsibilities of each staff and a discussion of any difficulties in hiring or retaining staff; (5) technical assistance needs; and (6) a description of linkages that have been established with other programs.

This narrative should also provide an update to the evaluation plan of the activities carried out under the cooperative agreement that ensures (i) active assessment and measurement of progress towards the corresponding goals and objectives, and (ii) uses the evaluation of findings to improve program performance. Demonstrate and document to what extent the goals/objectives have been met. List all the performance indicators (qualitative/quantitative indicators) or benchmarks achieved as indicated within the work plan.

In an effort to ensure continuous quality improvement among cooperative agreements, HRSA has established a set of national NCA performance measures. Current NCA awardees are strongly encouraged to adopt these measures for this non-competing continuation application since it will be a requirement for the future NCA competitive cycle.

For each of the applicable performance measures listed below, awardees should establish a goal, identify the one to three most important factors likely to contribute to and/or restrict the NCA's performance on the measure, and describe the one or two major actions to be taken during the project period to improve performance on the measure. Applicants should set goals based on the needs of targeted audience and the T/TA activities they propose should assist in addressing/meeting the stated need/goals.

Please note: BPHC surveys section 330 health centers annually, and the results for overall satisfaction with NCA T/TA resources will be made available to NCAs. The scores for the performance measure are on a 1 to 10 scale, which is parallel to the BPHC Grantee Survey results scale of 1 to 100. NCAs should use their individual survey results as a baseline to determine performance goals. For organizations that do not have a baseline, the BPHC survey results indicated a national NCA satisfaction score of approximately 71, which would equate to 7.1 on the performance measure scale. However, applicants are encouraged to focus on establishing reasonable goals for improved performance/outcomes

at the end of the project period rather than meeting an actual numerical score. NCAs may also conduct other evaluation studies as appropriate for particular trainings, technical assistance, etc.; however, beginning with the competitive application cycle, NCAs must use the BPHC Grantee Satisfaction Survey results for the purposes of this cooperative agreement.

NCAs providing T/TA to national organizations of State and local officials:

- T/TA Satisfaction Score: On a scale from 1 to 10 with 10 being the highest score, how satisfied are health centers with the T/TA educational materials/resources provided by the NCA.
- Performance Improvement Score: On a scale from 1 to 10 with 10 being the highest score, how helpful are the T/TA services in increasing awareness and knowledge of the health center program.

NCAs providing T/TA to (1) health centers serving special populations; or (2) health centers seeking to provide, expand, or improve oral health services:

- T/TA Satisfaction: On a scale from 1 to 10 with 10 being the highest, how satisfied are health centers with the T/TA services provided by the NCA.
- Program Requirements T/TA: On a scale from 1 to 10 with 10 being the highest, how helpful are the NCA T/TA services in enhancing the ability of health centers to successfully meet Health Center Program requirements.
- Performance Improvement T/TA: On a scale from 1 to 10 with 10 being the highest, how helpful are the NCA T/TA services in enhancing the performance and operations of the health centers.

NCA providing T/TA to health centers seeking capital financing:

- T/TA Satisfaction Score: On a scale from 1 to 10 with 10 being the highest score, how satisfied are health centers across the Nation with the T/TA services provided by the NCA organization.
- Performance Improvement Score: On a scale from 1 to 10 with 10 being the highest score, how helpful are the T/TA services in improving access to capital financing for health center facility projects in the Nation.

NCA awardees may include additional performance measures beyond the required measures. If included in the budget period renewal application, please define the numerator and denominator that will be used to determine the level of progress/improvement achieved on each goal.

HRSA will convene a pre-application conference call to explain the national performance measures. Below is logistical information for the conference call:

Date: Monday, February 9, 2009
Time: 2:00 PM Eastern Time
Toll Free Number: 888-831-6082
Pass Code: NCA
Leader: Cicely Nelson

A replay of the conference call will be available until March 13, 2009, 11:59 PM Central Time. The toll-free phone number to access the instant replay is 800-766-8390.

If you have participated in a performance review by HRSA's Office of Performance Review, please provide a summary of your Action Plan activities, describe how the activities have been integrated into your grant program and/or operations, and provide a status update on the activities and/or outcomes achieved. Providing an update on Action Plan activities in your progress report eliminates the need to track the Action Plan separately and integrates the planned improvements into the grant award process.

x. Attachments (in EHBs)

Provide attachments needed to support your non-competing continuation application. Up to 20 attachments may be uploaded. Note that these are supplementary in nature, and are not intended to be a continuation of the project narrative. Be sure each attachment is clearly labeled and attached as follows:

Attachment 1 – staffing plan.

Attachment 2 – position descriptions for new personnel
Keep each to one page in length. Only include for staff added since the last application.

Attachment 3 - copies of biographical sketches for any new/additional key employed personnel.

3. Submission Dates and Times

A. Submission Requirements

The non-competing continuation application due date in Grants.gov is February 27, 2009 at 8:00 p.m. E.T. The due date to complete all other required information in HRSA's EHBs is at 5:00 p.m. E.T. two weeks after the Grants.gov due date, or March 13, 2009. Applications will be considered as meeting this deadline if they are E marked on or before the due date. Please consult Appendix A, Section 2 for detailed instructions on submission requirements.

Applications must be submitted by 8:00 P.M.E.T. **To ensure that you have adequate time to follow procedures and successfully submit the application, we recommend you register immediately in Grants.gov (See Appendix B) and complete the forms as soon as possible, as this is a new process and may take some time.**

Again, please refer to Appendix B for important specific information on registering, and Appendix A, Section 2 for important information on applying through Grants.gov.

Late applications: Applications which do not meet the criteria delineated in Appendix A are considered late applications. Health Resources and Services Administration (HRSA) shall notify each late applicant that refunding may be delayed, which could lead to a lapse in funding.

The Chief Grants Management Officer (CGMO) or designee may authorize an extension of published deadlines when justified by circumstances such as acts of God (e.g., floods, or hurricanes), widespread disruption of mail service, or other disruptions of services, such as a prolonged blackout. The authorizing official will determine the affected geographical area(s).

B. Other Submission Requirements

As stated in Section IV.1, except in rare cases HRSA will no longer accept applications for grant opportunities in paper form. Applicants submitting for this funding opportunity are **required** to submit **electronically** through Grants.gov. To submit an application electronically, please use the <http://www.Grants.gov> apply site. When using Grants.gov you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

As soon as you read this, whether you plan on applying for a HRSA grant later this month or later this year, it is incumbent that your organization **immediately register** in Grants.gov and become familiar with the Grants.gov site application process. If you do not complete the registration process you will be unable to submit an application. The registration process can take up to one month, so you need to begin immediately.

To be able to successfully register in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Number System (DUNS) number
- Register the organization with Central Contractor Registry (CCR)
- Identify the organization's E-Business POC (Point of Contact)
- Confirm the organization's CCR "Marketing Partner ID Number (M-PIN)" password
- Register an Authorized Organization Representative (AOR)
- Obtain a username and password from the Grants.gov Credential Provider

Instructions on how to register, tutorials and frequently asked questions (FAQs) are available on the Grants.gov web site at www.grants.gov. Assistance is also available from the Grants.gov help desk at support@grants.gov or by phone at 1-800-518-4726.

More specific information, including step-by-step instructions on registering and applying, can be found in Appendix B of this guidance.

Applications completed online are considered formally submitted when the Authorizing Official electronically submits the application through Grants.gov and the project director (or designate) electronically submits the required supplemental information to HRSA's EHBs.

Applications will be considered as having met the deadline if: (1) the application has been successfully transmitted electronically by your organization's Authorizing Official through Grants.gov on or before the deadline date and time; and (2) the PD has entered HRSA's

EHBs to review the application and submit additional information for the non-competing continuation application.

V. Application Review Information

A. Review Process

Non-competing continuation applications are not subject to independent objective review procedures and do not compete with new or competing continuation applications for funds. They are, however, reviewed by grants management officials (business and financial review) and program staff (technical review and analysis of performance measures) to determine if the grantee/awardee: 1) performed satisfactorily; 2) is in compliance with statutory/regulatory requirements; and 3) that proposed costs are allowable and reasonable. The following criteria are used during the review process:

- The estimated costs to the Government of the project are reasonable considering the level and complexity of actions/steps and the anticipated results.
- The project personnel or prospective staff are well qualified by training and/or experience for the support sought, and the applicant organization has adequate facilities and manpower.
- In so far as practical, the proposed actions/steps, if well executed, are capable of attaining project goals/objectives.
- The project goals/objectives are capable of achieving the specific program goals/objectives defined in the program announcement and the proposed results are measurable.
- The method for evaluating proposed results includes criteria for determining the extent to which the program has achieved its stated goals/objectives and the extent to which the accomplishment of goals/objectives can be attributed to the program.
- In so far as practical, the proposed actions/steps, when accomplished, are replicable, national in scope and include plans for broad dissemination.

B. Anticipated Award Date

The anticipated date of award for non-competing continuation applications is **July 1, 2009 OR September 1, 2009**. Applicants should refer to their Notice of Grant Award or contact the Grants Management Specialist to verify the budget period start and end date.

VI. Award Administration Information

1. Award Notices

The Notice of Grant Award sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for

which support is contemplated. Signed by the Grants Management Officer, it is sent to the applicant agency's Authorized Representative, and reflects the only authorizing document. It will be sent prior to the start date of July 1, 2009 OR September 1, 2009.

2. Administrative and National Policy Requirements

Successful applicants must comply with the administrative requirements outlined in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental), as appropriate.

HRSA grant awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to the grant based on recipient type and purpose of award. This includes, as applicable, any requirements in Parts I and II of the HHS GPS that apply to the award, as well as any requirements of Part IV. The HHS GPS is available at <http://www.hrsa.gov/grants/>. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the Notice of Award).

HRSA is committed to ensuring access to quality health care for all. Quality care means access to services, information, materials delivered by competent providers in a manner that factors in the language needs, cultural richness, and diversity of populations served. Quality also means that, where appropriate, data collection instruments used should adhere to culturally competent and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically Appropriate Services in Health Care published by HHS. This document is available online at <http://www.omhrc.gov/CLAS>.

Awards issued under this guidance are subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.hrsa.gov/grants/trafficking.htm>. If you are unable to access this link, please contact the Grants Management Specialist identified in this guidance to obtain a copy of the Term.

3. Performance Review

HRSA's Office of Performance Review (OPR) serves as the agency's focal point for reviewing and enhancing the performance of HRSA funded programs within communities and States. As part of this agency-wide effort, HRSA grantees will be required to participate, where appropriate, in an on-site performance review of their HRSA funded program(s) by a review team from one of the ten OPR regional divisions. Grantees should expect to participate in a performance review at some point during their project period. When a grantee receives more than one HRSA grant, each of the grantee's HRSA funded programs will be reviewed during the same performance review.

The purpose of performance review is to improve the performance of HRSA funded programs. Through systematic pre-site and on-site analysis, OPR works collaboratively with grantees and HRSA Bureaus/Offices to measure program performance, analyze the factors impacting performance, and identify effective strategies and partnerships to improve program performance, with a particular focus on outcomes. Upon completion of the performance

review, grantees will be required to prepare an Action Plan that identifies key actions to improve program performance as well as addresses any identified program requirement issues. In addition, performance reviews also provide an opportunity for grantees to offer direct feedback to the agency about the impact of HRSA policies on program implementation and performance within communities and States.

For additional information on performance reviews, please visit:

<http://www.hrsa.gov/performanceview>.

VII. Post Award Reporting

Awardees must comply with the following reporting and review activities:

a. Audit Requirements

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at www.whitehouse.gov/omb/circulars;

b. Payment Management Requirements

Submit a quarterly electronic PSC-272 via the Payment Management System. The report identifies cash expenditures against the authorized funds for the grant. Failure to submit the report may result in the inability to access grant funds. The PSC-272 Certification page should be faxed to the PMS contact at the fax number listed on the PSC-272 form, or it may be submitted to the:

Division of Payment Management
HHS/ASAM/PSC/FMS/DPM
PO Box 6021
Rockville, MD 20852
Telephone: (877) 614-5533

c. Status Reports

1. Submit a **Financial Status Report**. A financial status report is required within 90 days of the end of each budget period. The report is an accounting of expenditures under the project that year. Note that any unexpended balances that the grantee anticipates needing to complete the scope of approved activities should be explicitly requested at the time the FSR is submitted. Funds not explicitly requested, or determined not to be needed, will be offset in a subsequent year.

2. The project's **final report** and any products developed through the grant are to be provided to the Division of Grants Management Operations within 90 days of the end of the project period. The Division of Grants Management Operations will forward these materials to the Project Officer.

Mickey Reynolds, Grants Management Specialist
Division of Grants Management Operations
Health Resources and Services Administration
Parklawn Building, Room 11A-02

5600 Fishers Lane
Rockville, Maryland 20857

VIII. Contact Information and Assistance

Awardees are encouraged to request assistance when developing their non-competing continuation applications.

A. Business, Administrative and Fiscal Inquiries

Awardees may obtain additional information regarding business, administrative, or fiscal issues by contacting:

Mickey Reynolds, Grants Management Specialist
HRSA, Division of Grants Management Operations
5600 Fishers Lane, Rm. 11A-02
Rockville, MD 20857-0001
Telephone: (301) 443-0724
Fax: (301) 443-6686
Email: MReynolds@hrsa.gov

B. Program Assistance

Additional information related to the overall program issues or subject matter assistance may be obtained by contacting the project officer, especially if clarification on program issues is needed. The project officer for this announcement is:

For National Organizations of State and Local Officials:

Lynn Spector
Operations Director, Office of Policy and Program Development
Bureau of Primary Health Care, HRSA
Parklawn Building, Room, Mail Stop 17C-26
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 594-6014
Fax: (301) 480-7225
Email: LSpector@hrsa.gov

For Special Populations:

Henry Lopez
Director, Office of Minority and Special Populations
Bureau of Primary Health Care, HRSA
Parklawn Building, Mail Stop 16-105
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-1197
Fax: (301) 443-0248
Email: HLopez@hrsa.gov

For Capital Financing:

Marie Legaspi
Public Health Analyst, Office of Policy and Program Development
Bureau of Primary Health Care, HRSA
Parklawn Building, Mail Stop 17C-26
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 594-4319
Fax: (301) 480-7225
Email: MLegaspi@hrsa.gov

For Oral Health Services:

Jay Anderson, DMD, MHSA
HRSA Chief Dental Officer
Office of Minority Health and Health Disparities, HRSA
5600 Fishers Lane, Mail Stop 6C-26
Rockville, MD 20857
Telephone: (301) 594-4295
Fax: (301) 443-7953
Email: JAnderson@hrsa.gov

C. Electronic Application - Grants.gov Assistance

Awardees may need assistance when working online to submit their non-competing continuation application forms electronically. For assistance with submitting the first part of the application in Grants.gov, contact Grants.gov Contact Center, Monday-Friday, 7:00 a.m. to 9:00 p.m. ET, excluding Federal holidays:

Grants.gov Contact Center
Phone: 1-800-518-4726
E-mail: support@grants.gov

D. Electronic Application - HRSA EHBs Assistance

Awardees may need assistance when working online to submit the remainder of their non-competing continuation information electronically. For assistance with submitting the remaining information in HRSA’s EHBs, contact the HRSA Call Center, Monday-Friday, 9:00 a.m. to 5:30 p.m. ET:

HRSA Call Center
Phone: (877) Go4-HRSA or (877) 464-4772
Fax: (301) 998-7377
E-mail: CallCenter@HRSA.GOV

E. Easy Reference Contact Information Table

TYPE OF HELP	NAME	CONTACT INFORMATION
Grant/Business Questions	Mickey Reynolds	(301) 443-0724

		MReynolds@hrsa.gov
Program/Subject Matter Questions	<p>For National Organizations of State and Local Officials: Lynn Spector</p> <p>For Special Populations: Henry Lopez</p> <p>For Capital Financing: Marie Legaspi</p> <p>For Oral Health Services: Jay Anderson, DMD, MHSA</p>	<p>(301) 594-6014 LSpector@hrsa.gov</p> <p>(301) 443-1197 HLopez@hrsa.gov</p> <p>(301) 594-4319 MLegaspi@hrsa.gov</p> <p>(301) 594-4295 JAnderson@hrsa.gov</p>
Grants.gov Questions	Grants.gov Contact Center	(800) 518-4726 OR support@grants.gov
EHB Questions	HRSA Call Center	(877) 464-4772 OR callcenter@hrsa.gov

IX. Tips for Writing a Strong Application

Include DUNS Number. You must include a DUNS Number to have your application reviewed. Applications *will not* be reviewed without a DUNS number. To obtain a DUNS number, access www.dunandbradstreet.com or call 1-866-705-5711. Please include the DUNS number in item 8c on the application face page.

Follow the instructions in this guidance carefully. Place all information in the order requested in the guidance. Do not use the attachments for information that is required in the body of the application. Be sure to cross-reference all tables and attachments to the appropriate text in the application. Be sure to upload the attachments in the order indicated in the forms.

Be brief, concise, and clear. Make your points understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with the proposal narrative and information in other tables. Your budget should reflect back to the proposed activity and all forms should be filled in accurately and completely.

Carefully proofread the application. Misspellings and grammatical errors will impede reviewers in understanding the application. Be sure that page limits are followed. Limit the use of abbreviations and acronyms, and define each one at its first use and periodically throughout application. Make sure you submit your application in final form, without markups.

Print out and carefully review an electronic application to ensure accuracy and completion. When submitting electronically, print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements. **Check to ensure that all attachments are included in your electronic submission before sending the application forward.**

Ensure that all information is submitted at the same time. We will not consider additional information and/or materials submitted after your initial submission, nor will we accept e-mailed applications or supplemental materials once your application has been received