U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration
and the
Centers for Disease Control and Prevention

Bureau of Health Professions
Division of Public Health and Interdisciplinary Education

National Coordinating Center for Public Health Training (NCCPHT)

Announcement Type: New
Announcement Number: HRSA-14-119

Catalog of Federal Domestic Assistance (CFDA) No. 93.516

FUNDING OPPORTUNITY ANNOUNCEMENT

Fiscal Year 2014

Application Due Date: June 9, 2014

Ensure your SAM.gov and Grants.gov registration and passwords are current immediately!
Deadline extensions are not granted for lack of registration.
Registration in all systems, including SAM.gov and Grants.gov,
may take up to one month to complete.

Release Date: April 17, 2014

Issuance Date*:* April 17, 2014

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Authority: Title VII, Sections 765 and 765(d)(9) of the Public Health Service Act (42 U.S.C. 295 and 295a), as amended by the Patient Protection and Affordable Care Act, Public Health Law 111-148.

EXECUTIVE SUMMARY

The Health Resources and Services Administration, Bureau of Health Professions, Division of Public Health and Interdisciplinary Education (DPHIE) with support from the the Centers for Disease Control and Prevention (CDC), Office of State, Territorial, Local and Tribal Support (OSTLTS), is accepting applications for a National Coordinating Center for Public Health Training (NCCPHT). The purpose of the NCCPHT is to provide technical assistance to the Regional Public Health Training Centers (PHTCs) to enhance their capacity and infrastructure to improve the Nation's public health system by strengthening the technical, scientific, managerial, and leadership competencies of the public health workforce.

Funding Opportunity Title:	National Coordinating Center for Public Health Training (NCCPHT)
Funding Opportunity Number:	HRSA-14-119
Due Date for Applications:	Monday, June 9, 2014
Anticipated Total Annual Available Funding:	$850,000
Estimated Number and Type of Award(s):	1 cooperative agreement
Estimated Award Amount:	Up to $850,000 per year, joint support from HRSA and CDC
Cost Sharing/Match Required:	Not Applicable
Length of Project Period:	Four (4) years
Project Start Date:	September 1, 2014
Eligible Applicants:	A health professions school, including a accredited school or program of public health, health administration, preventive medicine, or dental public health or a school providing health management programs; an academic health center; a State or local government; or any other appropriate public or private nonprofit entity. [See Section III-1 of this funding opportunity announcement (FOA) for complete eligibility information.]

All applicants are responsible for reading and complying with the instructions included in HRSA/CDC's *SF-424 R&R Application Guide,* available online at http://www.hrsa.gov/grants/apply/applicationguide/sf424rrguide.pdf, except where instructed in this funding opportunity announcement to do otherwise. A short video for applicants explaining the new *Application Guides* is available at http://www.hrsa.gov/grants/apply/applicationguide/.

Technical Assistance Call

A technical assistance call will be provided for potential applicants. Additional information related to these calls can be obtained by calling 301-443-1550.

Wednesday, April 30, 2014
2:00 PM – 4:00 PM ET
Toll Free Number: 800-369-1701
Participant Code: 5065462
To join the meeting via Adobe Connect: https://hrsa.connectsolutions.com/nccphtc

Instant replay – available until 6/30/14 at 11:59 p.m ET at:
Toll Free Number: 888-296-6948
Participant Code: 6014

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I. Funding Opportunity Description

1. Purpose

This announcement solicits applications for the National Coordinating Center for Public Health Training (NCCPHT). The NCCPHT will provide technical assistance to the Regional PHTCs to enhance their capacity and infrastructure to improve the Nation's public health system by strengthening the technical, scientific, managerial, and leadership competencies of the public health workforce.

The NCCPHT supports the goals of the Regional PHTCs through the activities of this cooperative agreement. Regional PHTCs are required to fulfill the following statutory requirements:
1. Establish or strengthen field placements for students in public or nonprofit private health agencies or organizations;
2. Involve faculty members and students in collaborative projects to enhance public health services to medically underserved communities;
3. Specifically designate a geographic area or medically underserved population to be served by the center that shall be in a location removed from the main location of the teaching facility of the school that is participating in the program with such center; and,
4. Assess the health personnel needs of the area to be served by the center and assist in the planning and development of training programs to meet such needs.

Further information about the Regional PHTC Program funding and activities is located in the Background section, as well as in the concurrent program announcement, which can be found at www.grants.gov, CFDA Number: 93.516, Announcement Number: HRSA-14-076.

The NCCPHT will conduct the following major activities:
1. Develop a formal PHTC Network to ensure a shared vision and mission across all Regional PHTCs and find creative ways to convene the PHTC Network on a regular basis;
2. Develop a technical assistance plan and provide technical assistance to all Regional PHTCs on their HRSA funded project plans;
3. Spearhead and coordinate the development and standardization of Regional PHTC evaluation plans and needs assessments nationally, including the customization of data collection tools to meet local needs;
4. Conduct data analysis and performance activities to monitor the impact of PHTCs, and inform and support PHTCs to perform continuous quality improvement of their efforts;
5. Develop and implement a communications strategy to expand the reach of the PHTCs nationally;
6. Lead the standardization and vetting of public health core competency continuing education (CE) and/or continuing education unit (CEU) courses across all PHTCs;
7. Coordinate the development, implementation and standardization of PHTC student field placements and faculty student collaborative projects nationally;
8. Work with Regional PHTCs to achieve economies of scale and reduce duplication of all training, including the development of cross-cutting course content; and,

9. Work with Regional PHTCs to enhance collaboration with other Federal agency programs, and local, state, Tribal and national partners.

Applicants should have:
1. Significant experience providing capacity building and technical assistance to non-profit organizations, schools of public health, governmental public health, etc.;
2. Demonstrated expertise in public health workforce development modalities and developing public health training courses within the framework of the Council on Linkages Core Competencies for Public Health Professionals and the Ten Essential Public Health Services;
3. Experience providing academic support and resources for the public health practice community;
4. Experience conducting evaluations and needs assessments; and
5. Experience developing resource inventories.

Applicants should have knowledge of the public health systems, research and evaluation, as well as established connections with key national and Federal organizations. Instructions for documenting these capabilities as well as plans for implementing the required activities of the NCCPHT are provided in Section IV.2 of this Funding Opportunity Announcement (FOA). The criteria that will be used to assess applicants' responses are provided in Section V.1 of this FOA.

The NCCPHT will be committed to increasing diversity in health professions programs and the health workforce. This commitment extends to ensuring that the workforce reflects the diversity of the nation; training programs address all levels of the health workforce from pre-professional to professional; training programs develop the competencies and skills needed for intercultural understanding and expand cultural fluency; and recognizing that bringing people of diverse backgrounds and experiences together facilitates innovative and strategic practices that enhance the health of all people.

2. Background

This program is authorized by Title VII, sections 765 and 765(d)(9) of the Public Health Service (PHS) Act (42 U.S.C. 295 and 295a), as amended by the Patient Protection and Affordable Care Act. The NCCPHT is established to provide technical assistance to the Regional PHTCs as they develop their infrastructure and transition into becoming sustainable entities beyond the life of their federal funding. The NCCPHT activities are consistent with the objectives of the Regional PHTCs and the Healthy People 2020 Public Health Infrastructure objective to ensure that governmental Federal, State, Tribal, local public health agencies, and other public health entities have the necessary infrastructure to effectively provide essential public health services. A strong infrastructure provides the capacity to prepare for and respond to both acute (emergency) and chronic (ongoing) threats to the Nation's health. The strength of the public health system rests on its ability to deliver the Ten Essential Public Health Services within the context of the Public Health Core Functions.[1]

One key component that enables a public health organization at any level to deliver public health services is a capable and qualified workforce. The Regional PHTCs are important partners in

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[1] HealthyPeople.gov, Retrieved from http://healthypeople.gov/2020/overview.aspx

HRSA's efforts to prepare the workforce to carry out the ten essential public health services. The Regional PHTCs utilize the *Council on Linkages Core Competencies for Public Health Professionals* as the basis for its training of the public health workforce. Those competencies are divided into eight areas of knowledge and skill: 1) Analytic/Assessment Skills; 2) Policy Development/Program Planning Skills; 3) Communication Skills; 4) Cultural Competency Skills; 5) Community Dimensions of Practice Skills; 6) Public Health Sciences Skills; 7) Financial Planning and Management Skills; and 8) Leadership and Systems Thinking Skills.

The Regional PHTCs improve the Nation's public health system by strengthening the technical, scientific, managerial and leadership competence of the public health workforce. The Regional PHTCs' ability to assess the training needs of the public health workforce and provide quality public health core competency course offerings will impact how well the public health workforce performs in delivering health services. This is especially important as the evolving role of the public health system adapts to deliver those essential public health services.

In FY 2014, HRSA with support from CDC will fund ten (10) Regional PHTCs, with one located in each of the ten (10) HHS Regions, to ensure that the U.S. and its jurisdictions all have access to public health workforce education and training. Each Regional PHTC must present a plan to cover the entire region to ensure that the needs of each state/territory are met. To support the establishment of the ten (10) Regional PHTCs, the NCCPHT will ensure a shared vision and mission across all Regional PHTCs by: providing technical assistance; coordinating the standardization and vetting of course offerings, evaluating and assessing needs nationally; spearheading the replication of evidence-based products and sharing of resources; and improving the collection of data to demonstrate program impact. In addition, the NCCPHT will serve as a clearinghouse for public health education and training, and ensure that all training is cross-cutting, and courses are non-duplicative.

II. Award Information

1. Type of Award

Funding will be provided in the form of a cooperative agreement. A cooperative agreement, as opposed to a grant, is an award instrument of financial assistance where substantial involvement is anticipated between HRSA, CDC and the recipient during performance of the contemplated project.

In addition to the usual monitoring and technical assistance provided under the cooperative agreement, **HRSA Program responsibilities shall include**:

1. Make available the services of experienced HRSA/BHPr personnel as participants in the planning and development of all phases of the project;
2. Provide ongoing input and review of activities and procedures to be established and implemented for accomplishing the goals of the cooperative agreement;
3. Participate, as appropriate, in meetings or site visits conducted during the period of the cooperative agreement;
4. Review project information prior to dissemination;

5. Faciliate the planning and implementation of technical and programmatic information to be shared between the NCCPHT and the Regional PHTCs;
6. Provide assistance and referral in the establishment and facilitation of effective collaborative relationships with Federal and State agencies, BHPr grant projects, and other resource centers and entities that may be relevant to the project's mission;
7. Provide programmatic input and consultation for development and delivery of training and technical assistance and evaluation activities;
8. Collaborate on the development and implementation of the national public health workforce needs assessment and evaluation;
9. Provide guidance concerning the content, structure and format of required reports; and,
10. Collaborate with NCCPHT in developing and disseminating publicly available resources, outcomes and products of PHTC activities.

CDC Program responsibilities shall include:

1. Offer subject matter expertise and learning resources in the development of PHTC trainings focused on public health content areas;
2. Provide training and e-learning development expertise through the CDC Learning Connection and other established networks;
3. Serve as a liaison to the Regional PHTCs as they enhance collaboration and linkages with state, tribal, local, and territorial health department staff and national organizations; and,
4. Work with NCCPHT to review needs assessment data and identify training gaps.

The cooperative agreement recipient's responsibilities shall include:

1. Collaborate and communicate in a timely manner with the HRSA project officer;
2. Lead the PHTC Network in collaboration with HRSA. Plan and coordinate all conference calls, webinars, meetings, etc.;
3. Provide the HRSA project officer with an opportunity to review project information prior to dissemination;
4. Establish contacts that may be relevant to the project's mission such as Federal and non-federal partners, and other HRSA grant projects that may be relevant to the project's mission;
5. Support the goals of the Regional PHTC and provide technical assistance to Regional PHTC grantees in the attainment of HRSA grant funded activities;
6. Collaborate with HRSA and Regional PHTC awardees to develop and implement assessment and evaluation strategies; and,
7. Identify and disseminate promising and model practices.

2. Summary of Funding

This program will provide funding for Federal fiscal years 2014 to 2018. Approximately $850,000 is expected to be available annually to fund one (1) grantee. Applicants may apply for a ceiling amount of up to $850,000 per year. The project period is four years.

NCCPHT funding in subsequent fiscal years is dependent upon the availability of funds, grantee satisfactory performance, and a decision that continued funding is in the best interest of the Federal Government.

III. Eligibility Information

1. Eligible Applicants

An eligible applicant for this program shall be a health professions school, including a accredited school or program of public health, health administration, preventive medicine, or dental public health or a school providing health management programs; an academic health center; a State or local government; or any other appropriate public or private nonprofit entity.

2. Cost Sharing/Matching

Cost Sharing/Matching is not required for this program.

3. Other

Applications that exceed the ceiling amount of $850,000 per year will be considered non-responsive and will not be considered for funding under this announcement.

An application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be considered non-responsive and will not be considered for funding under this announcement.

NOTE: Multiple applications from an organization are not allowed.

IV. Application and Submission Information

1. Address to Request Application Package

HRSA *requires* applicants for this funding opportunity announcement to apply electronically through Grants.gov. Applicants must download the SF-424 Research and Related (R&R) application package associated with this funding opportunity following the directions provided at Grants.gov.

2. Content and Form of Application Submission

Section 4 of the *SF-424 R&R Application Guide* provides instructions for the budget, budget justification, staffing plan and personnel requirements, assurances, certifications, and abstract. You must submit the information outlined in the Application Guide in addition to the program specific information below. All applicants are responsible for reading and complying with the instructions included in the *SF-424 R&R Application Guide* except where instructed in the funding opportunity announcement to do otherwise.

Application Page Limit
The total size of all uploaded files may not exceed the equivalent of 80 pages when printed by
HRSA. The page limit includes the abstract, project and budget narratives, attachments, and
letters of commitment and support required in the *Application Guide* and this FOA. Standard
OMB-approved forms are NOT included in the page limit. **We strongly urge you to print your
application to ensure it does not exceed the specified page limit.**

**Applications must be complete, within the specified page limit, and submitted prior to the
deadline to be considered under the announcement.**

Program-specific Instructions
In addition to application requirements and instructions in Section 4 of the *SF-424 R&R
Application Guide* (including the budget, budget justification, staffing plan and personnel
requirements, assurances, certifications, and abstract), please include the following.

  i. *Project Abstract*
  See Section 4.1.ix of the *SF-424 R&R Application Guide*

  In addition to the instructions provided in the guide, please include the following:

    1. A brief overview of the project as a whole;
    2. Specific, measurable objectives that the project will accomplish;
    3. How the proposed project for which funding is requested will be accomplished, i.e.,
       the "who, what, when, where, why and how" of a project.

  ii. *Project Narrative*
  This section provides a comprehensive framework and description of all aspects of the
  proposed project. It should be succinct, self-explanatory and well organized so that reviewers
  can understand the proposed project.

  Use the following section headers for the Narrative:

  ▪ *INTRODUCTION – Corresponds to Section V's Review Criterion #1*
     This section should briefly describe the purpose of the proposed project. Applicants are
     expected to articulate the key issues and challenges to be addressed through NCCPHT
     funding.

  ▪ *NEED/DEMAND BEING ADDRESSED – Corresponds to Section V's Review Criterion #1*
     This section should outline the applicants understanding of the status and current and
     future needs of the nation's public health workforce.
     Applicants should describe:
       • The current and future public health workforce training needs, highlighting the
         anticipated needs with the implementation of the Affordable Care Act (ACA);
       • Data on the public health workforce and the public health training landscape,
         nationally;
       • The potential role of the Regional PHTCs in meeting the public health workforce
         training needs;

- The effectss of standardizing public health core competency course offerings, and how this will impact the work of the PHTCs;
- National, regional and state need/demand for public health workforce training, specifically highlighting the training needs of governmental public health;
- Barriers to training governmental public health workers and particular challenges in reaching the target population in urban, rural and suburban locations; and
- Knowledge about the target populations' training gaps.

- *METHODOLOGY -- Corresponds to Section V's Review Criterion #2*
  Propose methods that will be used to address the stated needs and meet each of the previously-described program requirements and expectations in this funding opportunity announcement. Include in those plans how the applicant will provide technical assistance to Regional PHTCs. As appropriate, include development of effective tools and strategies for ongoing staff training, outreach, collaborations, clear communication, and information sharing/dissemination with efforts to involve patients, families and communities of culturally, linguistically, socio-economically and geographically diverse backgrounds if applicable.

  Applicants should:
  - Identify strategies and/or activities for each objective and are expected to explain the rationale for proposing specific activities and to present a clear connection between identified system gaps, needs and the proposed activities.
  - Include a plan to disseminate reports, products, and/or grant project outputs so project information is provided to key target audiences.
  - Propose a plan for project sustainability after the period of Federal funding ends. Include in this plan, strategies for how the Regional PHTCs might be sustained. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for the target population.

- *WORK PLAN -- Corresponds to Section V's Review Criterion #2*
  Describe the activities or steps that will be used to achieve each of the activities proposed during the entire project period in the Methodology section. Use a time line that includes each activity and identifies responsible staff. As appropriate, identify meaningful support and collaboration with key stakeholders in planning, designing and implementing all activities, including development of the application and further, the extent to which these contributors reflect the cultural, racial, linguistic and geographic diversity of the populations and communities served.

  Applicants must submit a logic model for designing and managing their project **(Attachment 1).**

The following are key components to address in the workplan:

Develop a formal PHTC Network to ensure a shared vision and mission across all Regional PHTCs and find creative ways to convene the PHTC Network on a regular basis.

Applicants should describe plans to:

- Develop an operational plan for the Regional PHTC network. The plan should include information on the structure, function and leadership of the PHTC Network;
- Conduct strategic plan of the Regional PHTC Network to ensure a shared mission and vision;
- Convene the Regional PHTC Network on a regular basis (describe frequency, follow-up and feedback strategies); and,
- Assist Regional PHTCs in developing a plan for sustainability , to include examples of potential strategies.

<u>Develop a technical assistance plan and provide technical assistance to all Regional PHTCs on their HRSA funded project.</u>

Regional PHTC grantees will be required to engage in the following activities, and may need technical assistance from the NCCPHT to:
1. Designate a Regional service area in collaboration with HRSA;
2. Identify and formally establish subcontracted Local Performance Sites within the service region;
3. Establish a public health content focus area of expertise;
4. Establish a governance structure for the work of the Regional PHTC and the Local Performance Sites;
5. Develop and implement distance-based programming to train and educate public health professionals using a variety of modalities;
6. Develop and implement plans to establish or strengthen Faculty-Student Collaborative Projects and Field Placements;
7. Establish and implement strategies to promote and market the work of the Regional PHTC as well as recruit participants for all activities;
8. Assess the health personnel needs of the area to be served by the Regional PHTC and the Local Performance Sites and develop training programs to meet such needs;
9. Enhance collaboration with other Federal agency programs, local, state, Tribal, and national partners as well as the Local Performance Sites;
10. Work with other Regional PHTCs to formalize a nationwide PHTC network, and develop and implement cross-cutting public health training to increase the knowledge and skills of governmental public health workers;
11. Develop policies and implement systems changes to motivate public health workers to participate in training and to create a culture of learning within the agencies;
12. Devise and implement an evaluation plan that fully describes strategies for assessing the progress and outcomes associated with the Regional PHTC Program; and,
13. Identify a role for the Regional applicant and the Local Performance Sites to play in the implementation of the Affordable Care Act.

NCCPHT applicants should describe their approach to:
- Develop a technical assistance plan for Regional Grantees;
- Provide technical assistance for each of the activities stated above; and,
- In coordination with HRSA, CDC, and other key stakeholders, serve as a leader in coordinating national responses that address emerging public health issues.

More information on the above mentioned activities can be found in the Regional PHTC FOA, HRSA-14-076.

<u>Spearhead and coordinate the development and standardization of Regional PHTC evaluation plans and needs assessments nationally, including the customization of data collection tools to meet local needs.</u>

Regional PHTCs must assess the health personnel needs of the area to be served by the Regional PHTC and the Local Performance Sites and assist in the planning and development of training programs to meet such needs. They must involve public and private stakeholders in the planning, development, and implementation of training programs to meet the identified need of the current and future public health workforce. Training needs assessments of the public health workforce should be standardized, coordinated nationally, and routinely reviewed and updated to determine whether and how the training offered meets the needs of the public health workforce within the region.

NCCPHT applicants should describe a process to:
- Work with the Regional PHTCs to develop needs assessment and evaluation tools with cross-cutting common themes to be captured by all Regional PHTCs, and describe how it will approach the customization of these tools to meet regional needs;
- Analyze and report data findings at the regional and national level and describe how the data might correlate;
- Collaborate with HRSA to centralize public health workforce training information in HRSA/CDC TRAIN; and,
- Coordinate data collection efforts on public health workforce training needs with statewide, regional or national data collection activities.

<u>Develop and implement a communications strategy to expand the reach of the PHTCs nationally.</u>

NCCPHT applicants should describe a process to:
- Develop and implement a communication plan, which includes strategies to increase PHTC collaboration and communication, nationally;
- Work with Regional PHTCs to coordinate the outreach to the primary and secondary audiences;
- Identify key public health personnel who require certification or training and promote public health competencies and the need for training those personnel;
- Work with Regional PHTCs to recruit appropriate learners who will benefit from the PHTC Program;
- Work with Regional PHTCs to identify governmental public health agencies to be served;
- Identify and promote Regional PHTC promising and model practices;
- Identify PHTC products for replication amongst other PHTCs; and,
- Develop the evidence-base for PHTC activities and/or products.

<u>Lead the standardization and vetting of public health core competency continuing education (CE) and/or continuing education unit (CEU) courses across all PHTCs.</u>

NCCPHT applicants should describe a process for:
- Identifying and vetting public health CE and CEU course offerings/curricula;
- Assessing the content-specific expertise of individual PHTCs with a focus on addressing cross-cutting current and emerging public health issues;
- Identifying and vetting a core set of public health courses on cross-cutting topics that can be utilized throughout the PHTC network and implement these core curricula across all PHTCs, allowing for courses to be tailored to the local area;
- Creating, evaluating, and promoting new courses on various emerging topics by individual PHTCs, to be shared throughout the network; and,
- Reviewing PHTC courses for quality control and duplication, and ensuring the effective utilization of the HRSA and CDC TRAIN, a free learning management system for public health and health professionals, for the dissemination and use of PHTC courses.

<u>Coordinate with Regional PHTCs on the development, implementation and standardization of PHTC student field placements and faculty student collaborative projects nationally.</u>

Regional PHTCs are required to establish or strengthen field placements for students in public or nonprofit health agencies or organizations, particularly those serving underserved areas and populations. HRSA has limited the number of students involved in field placements and collaborative projects to 20 students per region with stipends not to exceed $1,500 per student. A field placement is a structured experience for students while they are working and being supervised in an organization that could be a local, state or Tribal health department or other non-profit community-based organization, such as a Federally Qualified Health Center (FQHC).

These placements provide opportunities for students as they apply their acquired knowledge and skills in a public health practice setting. These field experiences contribute to the mastery of public health competencies, with a focus on balancing the educational and practice needs of the students with the needs of the community.[2] The intent is for students to gain general public health experience and enhanced learning in specific public health content areas. Field placements are expected to take an interdisciplinary approach to public health education. Public health students and students from other disciplines will gain experience in the field of public health and be able to make the connections between their field of study and public health.

Applicants must also involve faculty and students in collaborative projects in specific public health content focus areas. HRSA has determined that students involved in NCCPHT collaborative projects should be graduate or doctoral students pursuing a degree in public health. Faculty and student collaborative projects could include research projects or community interventions identified by a governmental public health agency or other

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[2] S. C, Gamble, D., & Denham, A. (2001). Ethics and community-based education: Balancing respect for the community with professional preparation. *Family & Community Health,* 23(4), 9-23

public health service entity. The students and faculty advisors collaborate with the applicant to address specific public health issues among a specified target population and work together to develop the methodology and plan of approach. A faculty student collaborative project can range from three to six months depending on the project and it must have a deliverable associated with the project. The project must also contribute to the achievement of public health competencies in specific areas of public health content expertise and the development of leadership skills for the students. The collaborative projects should have an interdisciplinary component. Public health students and students from other disciplines will gain experience in the field of public health and be able to make the connections between their field of study and public health. Some examples of potential fields of interest for student recruitment include, but are not limited to: Public Health, Behavioral Health, Oral Health, Social Work or Social Sciences, Housing and Urban Planning, Transportation, Education, and Political Science.

NCCPHT applicants should describe plans to :
- Develop and standardize student field placements and faculty student collaborative projects with Regional PHTCs on a national level; and,
- Coordinate student field placements across the Regional PHTC programs, including the recruitment, placement, training, mentorship, and follow-up of students.

Work with Regional PHTCs to achieve economies of scale and reduce duplication of all training, including the development of cross-cutting course content.

NCCPHT applicants should describe plans and/or a process to work with the Regional PHTCs to:
- Facilitate the development of cross-cutting public health training to increase the knowledge and skills of governmental public health workers;
- Replicate cross-cutting courses for utilization across the region;
- Develop their public health areas of expertise;
- Enhance and promote distance learning opportunities; and,
- An applicant must also describe how it will ensure activities comply with Section 508 of the Rehabilitation Act, which requires Federal agencies and their grantees to make electronic and information technology accessible to people with disabilities (http://www.section508.gov).

Work with Regional PHTCs to enhance collaboration with other Federal agency programs, and local, state, Tribal and national partners

NCCPHT applicants should describe a plan or process to work with Regional PHTCs to:
- Enhance collaboration with other HRSA/CDC-funded programs and other HHS related programs. NCCPHT applicants should also describe how they will foster collaborative relationships with the Regional PHTCs and local community based organizations (CBOs); local planning councils and consortia; State Primary Health Care Associations and State Primary Care Offices; Community Health Centers; Rural Health Centers; local academic institutions including Historically Black Colleges and Universities (HBCUs); Hispanic Serving Institutions (HSIs); the National Health Service Corps; Ryan White Clinics; and Tribal Colleges and Universities (TCUs);

- Ensure maximum effective use of resources;
- Foster collaborative academic-practice partnerships between the applicant organization and other relevant state and local public and private sector organizations. This plan should also include coordination of proposed training efforts as appropriate with existing public health workforce investments such as the Public Health Foundation; Association of State and Territorial Health Officials (ASTHO); National Association of County and City Health Officials (NACCHO); and, Association of Schools and Programs of Public Health (ASPPH); and,
- Work collaboratively with other national Federal training centers, such as the Federal Training Centers Collaborative, that target focused training toward the public health workforce, particularly in public health content areas.

- *RESOLUTION OF CHALLENGES -- Corresponds to Section V's Review Criterion #1*
  - Discuss relevant barriers in collecting information on public health training courses or in the development of standardized curricula to address public health competencies. Provide recommendations on how those barriers might be addressed.
  - Discuss challenges that are likely to be encountered in designing and implementing the activities described in the Work Plan and approaches that will be used to resolve such challenges.
  - Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

- *EVALUATION AND TECHNICAL SUPPORT CAPACITY -- Corresponds to Section V's Review Criterion #3*
  Applicants must conduct data analysis and performance activities to monitor the impact of PHTCs, and inform and support PHTCs to perform continuous quality improvement of their efforts.
  NCCPHT applicants should develop a plan for the national level Regional PHTC program performance evaluation that includes:
  - Strategies to monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities;
  - A description of the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes;
  - Strategies for assessing the progress and outcomes associated with the Regional PHTC Program. The evaluation plan should include strategies that are evidence-based and are able to demonstrate project progress, outcomes, as well as determine how identified needs are being met. The evaluation plan should link each objective with appropriate input, throughput, output, and outcome measures and explain how data will be used to strengthen project performance;
  - Strategies to develop a standardized method to monitor program staff and activities and to deliver technical assistance to Local Performance Site subcontractors as needed to ensure programmatic goals and objectives are accomplished;

- Methods to evaluate identified public health core competency continuation education (CE) and continuation education units (CEU) course and curriculum offerings;
- The selected evaluator and his/her credentials. The evaluation may be done through the institution's evaluation office, or if an evaluator is not an employee of an institution within the collaborative, an external evaluator may be included as a consultant. The application should document that the project evaluator has formal training and experience in evaluation methodology. Describe current experience, skills, and knowledge, including individuals on staff, materials published, and previous work of a similar nature; and,
- The data collection strategy to collect, analyze and track data to measure process and impact/outcomes, with different cultural groups (e.g., race, ethnicity, language) and explain how the data will be used to inform program development and service delivery.

Applicants should describe their capacity to collect, on a semi-annual basis, required outcome measures such as, but not limited to the:
- Number and type of continuing education courses offered to the current public health workforce;
- Number and demographic characteristics of students participating in field placements coordinated through the grant;
- Number and type of settings used for field placements coordinated through the grant;
- Scope, methods and results from annual needs assessments of training needs among the current workforce; and,
- Scope, methods and results from faculty-student collaboration projects supported through the grant.

As part of an internal quality management program, applicants should describe the establishment of a Continuous Quality Improvement (CQI) Program to incorporate continuous review of internally selected performance indicators.

- *IMPACT – Corresponds to Section V's Review Criterion #4*

  NCCPHT applicants should:
  - Describe a plan to disseminate the projects and the Regional PHTCs projects methodologies and outcomes, including the extent to which the project results and products are regional and national in scope;
  - Describe the degree to which the project activities and products are replicable;
  - Describe how it will measure increased access to distance-based public health trainings for Regional PHTC primary and secondary target audiences;
  - Describe how it will measure the attainment of skills and competencies of Regional PHTC targeted learners and students; and
  - Demonstrate achievement of milestones in the development and implementation of policies and systems changes to motivate the targeted population to participate in trainings.

- *ORGANIZATIONAL INFORMATION – Corresponds to Section V's Review Criterion #5*
  Provide information on the applicant organization's current mission and structure, scope of current activities, and an organizational chart, and describe how these all contribute to the ability of the organization to conduct the program requirements and meet program expectations. Provide information on the program's resources and capabilities to support provision of culturally and linguistically competent and health literate services. Describe how the unique needs of target populations of the communities served are routinely assessed and improved.

  Applicants are expected to possess the organizational capacity to direct, lead, and monitor their program and to provide adequate administrative oversight of federal resources. Key personnel should have adequate time devoted to the project to achieve the project objectives. Project staff should also have expertise in successful academic-practice partnerships, workforce development issues, adult learning and evidence- based education models. Ideally, the applicant's personnel and faculty should also reflect the diversity of the gender and racial/ethnicities present in their trainee and consumer populations.

  The principal investigator (PI) should be a senior level health or public health professional with strong expertise in public health workforce education and training; experience and demonstrated leadership skills to direct and guide the conceptual framework and direction of the NCCPHT, and provide visibility for the program among health and public health colleagues and organizations. The PI should have no less than 5% level of effort dedicated to the NCCPHT Program. The NCCPHT should have a Project Coordinator, chosen from a health or public health discipline, who is a senior level professional with strong expertise in adult education and training, management and leadership skills to direct the planning and the day to day operations of the NCCPHT program. His/her level of effort should be 100%.

  Applicant organizations should describe their expertise and experience in the design, development, implementation, provision of technical assistance, and evaluation of training activities. Applicants should also describe their experience managing training resources, and working with training entities, consultants, service providers, and federal officials. It is expected that the applicant demonstrate capacity to fiscally manage a large federally funded training program.

iii. Budget and Budget Justification Narrative

In addition to the instructions in Section 4.1.iv and v. of HRSA's *SF-424 R&R Application Guide,* the National Coordinating Center for the Public Health Training Centers Program requires the following:

(1) Detailed budget and justification format

For FY 2014, the Consolidated Appropriations Act, 2014, Division H, § 203, Pub. L. 113-76 signed into law on January 17, 2014 includes a provision that states, "None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. Please see Section

4.1.iv Budget – Salary Limitation of HRSA's *SF-424 R&R Application Guide* for additional information.

iv.   Attachments

Please provide the following items in the order specified below to complete the content of the application. Please note that these are supplementary in nature, and are not intended to be a continuation of the project narrative. Unless otherwise noted, attachments count toward the application page limit. **Each attachment must be clearly labeled.**

Attachment 1: Work Plan and Logic Model
Attach the Work Plan for the project that includes all information detailed in Section IV. i. Project Narrative. Also include the required logic model in this attachment.

A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:
- Goals of the project (e.g., objectives, reasons for proposing the intervention, if applicable)
- Assumptions (e.g., beliefs about how the program will work and is supporting resources. Assumptions should be based on research, best practices, and experience.)
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget, other resources)
- Target population (e.g., the individuals to be served)
- Activities (e.g., approach, listing key intervention, if applicable)
- Outputs (i.e., the direct products or deliverables of program activities)
- Outcomes (i.e., the results of a program, typically describing a change in people or systems)

Attachment 2: Staffing Plan and Job Descriptions for Key Personnel (see Section 4.1.vi. of HRSA's SF-424 R&R Application Guide)
Keep each job description to one page in length as much as is possible. Include the role, responsibilities, and qualifications of proposed project staff.

Attachment 3: Letters of Agreement and/or Description(s) of Proposed/Existing Contracts (project specific)
Provide any documents that describe working relationships between the applicant organization and other entities and programs cited in the proposal. Documents that confirm actual or pending contractual agreements should clearly describe the roles of the contractors and any deliverable. Letters of agreement must be dated.

Attachment 4: Project Organizational Chart
Provide a one-page figure that depicts the organizational structure of the project.

Attachment 5: Tables, Charts, etc.
To give further details about the proposal (e.g., Gantt or PERT charts, flow charts, etc.).

Attachment 6: Maintenance of Effort Documentation
Applicants must provide a baseline aggregate expenditure for the prior fiscal year) and an estimate for the next fiscal year using a chart similar to the one below.

NON-FEDERAL EXPENDITURES

FY 2013 (Actual)	FY 2014 (Estimated)
Actual FY 2013 non-Federal funds, including in-kind, expended for activities proposed in this application.	Estimated FY 2014 non-Federal funds, including in-kind, designated for activities proposed in this application.
Amount: $_____	Amount: $_____

Attachments 7-10: Other Relevant Documents
Include here any other documents that are relevant to the application, including letters of support. Letters of support must be dated and specifically indicate a commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.).

3. Submission Dates and Times

Application Due Date
The due date for applications under this funding opportunity announcement is **Monday, June 9, 2014 at 11:59 P.M. Eastern Time.**

4. Intergovernmental Review

The NCCPHT is not a program subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100.

See Section 4.1 ii of HRSA's *SF-424 R&R Application Guide* for additional information.

5. Funding Restrictions

Applicants responding to this announcement may request funding for a project period of up to four (4) years, at no more than $850,000 per year. Awards to support projects beyond the first budget year will be contingent upon availability of funds, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Funds under this announcement may not be used to supplant technical assistance activities which are provided as part of the mission of the grantee institution. Also, grant funds are not to be used for construction, patient services, or international activities. Applicants are expected to leverage their resources to create enhanced training opportunities through partnerships and collaboration.

The General Provisions in Division F, Title V of the Consolidated Appropriations Act, 2012 (P.L. 112-74) and continued through the Consolidated and Further Continuing Appropriations Act, 2013 (P.L. 113-6), and the Continuing Appropriations Act, 2014 (P.L. 113-46), apply to this program. Please see Section 4.1 of HRSA's *SF-424 R&R Application Guide* for additional information.

V. Application Review Information

1. Review Criteria

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

Applicants should pay strict attention to addressing all these criteria, as they are the basis upon which the reviewers will evaluate their application.

Review Criteria are used to review and rank applications. The *NCCPHT* has *six (6)* review criteria:

Criterion 1: NEED (15 points) – Corresponds to Section IV's Introduction, Need/Demand Being Addressed, and Resolution of Challenges

The quality of and extent to which the application describes the identified problem and associated contributing factors to the problem. Additionally, the quality of and extent to which the application:
- Outlines the key issues and challenges to be addressed through the use of NCCPHT funds;
- Describes current and future public health workforce training needs, and those anticipated with the implementation of the Affordable Care Act (ACA);
- Describes ability to collect data on the public health workforce and the training landscape nationally;
- Describes and summarizes training needs and gaps including:
  - The role of the Regional PHTCs
  - The effects of standardizing public health core competency course offerings and the impact on the work of Regional PHTCs
  - The barriers in collecting information or in the development of standardized curricula

- Describes and documents the national, regional and state need for public health workforce training, specifically highlighting the training needs of governmental public health;
- Describes barriers to training governmental public health workers including training gaps;
- Describes challenges in reaching those public health workers located in urban, rural and suburban locations; and,
- Describes any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Criterion 2: RESPONSE (25 points) – Corresponds to Section IV's Methodology/Response and Workplan Sections

The quality of and extent to which the proposed project identifies strategies and/or activities for each objective and explains the rationale for proposing those activities. The degree to which the proposal presents a clear connection between identified training gaps, needs and the proposed activities. The quality of the plan to disseminate project reports, products, or outputs to key target audiences. The extent of the plan to sustain the NCCPHT after ther period of Federal funding ends.

The quality of and extent to which the applicant presents a comprehensive plan in addressing the following program requirements:

1. Develop a formal PHTC Network to ensure a shared vision and mission across all Regional PHTCs and find creative ways to convene Regional PHTCs on a regular basis.
   The extent to which the applicant provides a feasible and effective proposal to:
   - Formalize the PHTC Network to include the development of an operational plan that addresses the PHTC structure, function and leadership;
   - Conduct a strategic plan of the PHTC Network to ensure a shared mission and vision;
   - Convene the PHTC network on a regular basis to include a description of how the network will be convened, frequency and how follow-up and feedback will be provided; and
   - Assist Regional PHTCs in developing a plan for sustainability, to include examples of potential strategies.

2. Develop a technical assistance plan and provide technical assistance to all Regional PHTCs on their HRSA funded project plans.
   The quality of and extent to which the applicant provides a feasible and effective proposal including:
   - The process to be used in determining the technical assistance needs of Regional PHTCs;
   - Examples of how technical assistance on Regional PHTC HRSA funded activities will be addressed; and
   - Examples of how coordination efforts will be led nationally, with key stakeholders, when Regional PHTCs are responding to emerging public health issues.

3. <u>Spearhead and coordinate the development and standardization of Regional PHTC evaluation plans and needs assessments nationally, to include the customization of data collection tools to meet local needs.</u>
The quality of and extent to which the applicant provides a feasible and effective proposal to:
   - Develop common needs assessment and evaluation tools, with customizable templates to meet regional needs;
   - Analyze and report aggregated data findings regionally and nationally;
   - Centralize public health workforce trainings using HRSA/CDC TRAIN; and,
   - Coordinate data collection on public health training needs statewide, regionally or nationally.

4. <u>Develop and implement a communications strategy to expand the reach of the PHTCs nationally.</u>
The quality of and extent to which the applicant provides a feasible and effective proposal to:
   - Develop and implement a communication plan and increase collaboration and communication among PHTCs nationally;
   - Coordinate outreach efforts to primary and secondary audiences;
   - Identify key public health personnel who require certification or training;
   - Work with Regional PHTCs to recruit appropriate learners who will benefit from the PHTC program;
   - Work with the Regional PHTCs nationally to identify the governmental agencies to be served;
   - Identify promising and model Regional PHTC practices/products for replication, and develop the evidence-base for PHTC activities/products;

5. <u>Lead the standardization and vetting of public health core competency continuing education (CE) and/or continuing education unit (CEU) courses across all PHTCs</u>
The quality of and extent to which the applicant provides a feasible and effective proposal to:
   - Identify and vet public health CE and CEU course offerings/curricula;
   - Assess the content-specific expertise of individual PHTCs with a focus on addressing cross-cutting current and emerging public health issues;
   - Identify and vet a core set of public health courses on cross-cutting topics that can be utilized throughout the PHTC network and implement these core curricula across all PHTCs, allowing for courses to be tailored to the local area;
   - Create, evaluate, and promote new courses on various emerging topics by individual PHTCs, to be shared throughout the network; and,
   - Review PHTC courses for quality control and duplication, and ensure the effective utilization of the HRSA and CDC TRAIN, a free learning management system for public health and health professionals, Learning Management System, for the dissemination and use of PHTC courses.

6. Coordinate the development, implementation and standardization of PHTC student field placements and faculty student collaborative projects nationally by Regional PHTCs

    - The extent to which the applicant provides a feasible and effective approach to work with Regional PHTCs to develop and standardize student field placements and faculty student collaborative projects nationally; and
    - The extent to which the applicant provides a feasible and effective plan to work with the Regional PHTCs to coordinate student field placements nationally, including recruitment, placement training, mentorship, and follow-up of students.

7. Work with Regional PHTCs to achieve economies of scale and reduce duplication of all training, including the development of cross-cutting course content

    The quality of and extent to which the applicant provides a feasible and effective proposal to work with the Regional PHTCs to:

    - Facilitate the development of cross-cutting public health training to increase the knowledge and skills of governmental public health workers;
    - Replicate cross-cutting courses for utilization across the region;
    - Develop their public health areas of expertise; and,
    - Enhance and promote distance learning opportunities. An applicant must also describe how it will ensure activities comply with Section 508 of the Rehabilitation Act, which requires Federal agencies and their grantees to make electronic and information technology accessible to people with disabilities

8. Enhance Regional PHTC collaboration and linkages with other Federal agency programs, and local, state, Tribal, and national partners.

    The quality of and extent to which the applicant provides a feasible and effective proposal for:

    - Enhancing collaboration with other HRSA/CDC funded programs and other HHS related programs;
    - Fostering collaborative relationships with the Regional PHTCs and local community based organizations (CBOs); local planning councils and consortia; State Primary Health Care Associations and State Primary Care Offices; Community Health Centers; Rural Health Centers; local academic institutions including Historically Black Colleges and Universities (HBCUs); Hispanic Serving Institutions (HSIs); the National Health Service Corps; Ryan White Clinics; and Tribal Colleges and Universities (TCUs);
    - Ensuring maximum effective use of resources;
    - Fostering collaborative academic-practice partnerships between the applicant organization and other relevant state and local public and private sector organizations. This plan should also include coordination of proposed training efforts as appropriate with existing public health workforce investments such as the Public Health Foundation; Association of State and Territorial Health Officials (ASTHO); National Association of County and City Health Officials (NACCHO); and, Association of Schools and Programs of Public Health (ASPPH); and,
    - Working collaboratively with other national Federal training centers, such as the Federal Training Centers Collaborative, that target focused training toward the public health workforce, particularly in public health content areas.

Criterion 3: EVALUATIVE MEASURES (15 points) – Corresponds to Section IV's Evaluation and Technical Support Capacity Section
The quality of and extent to which the applicant provides a feasible and effective proposal that includes:

- Strategies to monitor ongoing processes and the progress towards the goals and objectives of the project. Quality of the descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities;
- A description of the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes;
- Strategies for assessing the progress and outcomes associated with the Regional PHTC Program;
- Strategies to develop a standardized method to monitor program staff and activities and to deliver technical assistance to Local Performance Site subcontractors as needed to ensure programmatic goals and objectives are accomplished;
- Methods to evaluate identified public health core competency continuation education (CE) and continuation education units (CEU) course and curriculum offerings;
- The selected evaluator and his/her credentials. The evaluation may be done through the institution's evaluation office, or if an evaluator is not an employee of an institution within the collaborative, an external evaluator may be included as a consultant;
- A description of the current experience, skills, and knowledge of individuals on staff, materials published, and previous work of a similar nature;
- The data collection strategy to collect, analyze and track data to measure process and impact/outcomes, with different cultural groups (e.g., race, ethnicity, language) and an explanation of how the data will be used to inform program development and service delivery; and,
- A description of the applicant's capacity to collect, on a semi-annual basis, required outcome measures.

Criterion 4: IMPACT (10 points) – Corresponds to Section IV's Impact Section
The quality of and extent to which the applicant describes:

- A plan to disseminate the Regional PHTC projects, methodologies and outcomes, including the extent to which the project results and products are regional and national in scope;
- The degree to which the project activities and products are replicable;
- How it will measure increased access to distance-based public health training for primary and secondary target audiences;
- How it will measure the attainment of skills and competencies of targeted learners and students; and,
- How it will demonstrate achievement of milestones in the development and implementation of policies and systems changes to motivate the targeted population to participate in training.

Criterion 5: RESOURCES/CAPABILITIES (25 points) – Corresponds to Section IV's Organizational Information Section
The extent to which project personnel are qualified by training and/or experience to implement and carry out the project. The capabilities of the applicant organization and the quality and availability of personnel to fulfill the needs and requirements of the proposed project. The extent to which the program's resources and capabilities support provision of culturally and linguistically competent and health literate services.

The quality of and extent to which the applicant:
- Documents its experience directing, leading, monitoring and providing adequate administrative oversight of federal resources;
- Ensures that key staff will have the time to devote to the project to achieve project objectives;
- Documents the expertise of key project staff staff, including the PI;
- Describes available resources to include faculty, staff, distance learning capacity, needed to carry-out the project;
- Describes their expertise and experience in the design, development, implementation, provision of technical assistance, and evaluation of training activities;
- Describes their experience managing training resources, and working with training entities, consultants, service providers, and federal officials;
- Demonstrates their capacity to fiscally manage a large federally funded training program;
- Describes working relationships between the applicant organization and other entities and programs cited in the proposal (**Attachment 3**);
- If applicable, document how the personnel and faculty reflect the diversity of the gender and racial/ethnicities present in their trainee and consumer populations.

Criterion 6: SUPPORT REQUESTED (10 points) – Corresponds to Section IV's Budget and Budget Justification
The reasonableness of the proposed budget for each year of the project period in relation to the objectives, the complexity of the project activities, and the anticipated results.

This section will be assessed using the following factors:
- The extent to which costs, as outlined in the budget and required resources sections, are reasonable given the scope of work;
- The extent to which the applicants proposed budget justification provides explicit qualitative and quantitative documentation of required resources, productivity, and expected outcomes.

2. Review and Selection Process

Please see section 5.3 of the *SF-424 R&R Application Guide*.

3. Anticipated Announcement and Award Dates

It is anticipated that awards will be announced prior to the start date of September 1, 2014.

VI. Award Administration Information

1. Award Notices

The Notice of Award will be sent prior to the start date of September 1, 2014. See Section 5.4 of HRSA's *SF-424 R&R Application Guide* for additional information.

2. Administrative and National Policy Requirements

See Section 2 of HRSA's *SF-424 R&R Application Guide*.

3. Reporting

The successful applicant under this funding opportunity announcement must comply with Section 6 of HRSA's *SF-424 R&R Application Guide* and the following reporting and review activities:

1) **Progress Report**(s). The awardee must submit a progress report to HRSA on an **annual** basis. Submission and HRSA approval of your Progress Report(s) triggers the budget period renewal and release of subsequent year funds. The BHPr progress report has two parts. The first part demonstrates awardee progress on program-specific goals. The second part collects core performance measurement data including performance measurement data to measure the progress and impact of the project.

2) **Performance Reports**. Performance data for the recently completed academic year must be reported for each budget period semi-annually before January 30 and before July 30. An email notification will be sent as a reminder that a report is due, including instructions on how to provide the report through the EHB system. The BHPr requirements and performance measures will be available at http://bhpr.hrsa.gov/grants. Contact your BHPr project officer for additional information; further information will be provided in the award notice.

3) **Final Report.** All BHPr awardees are required to submit a final report **within 90 days after the project period ends**. The final report must be submitted on-line by awardees in the Electronic Handbooks system at https://grants.hrsa.gov/webexternal/home.asp. The final report is designed to provide the Bureau of Health Professions (BHPr) with information required to close out a grant after completion of project activities. As such, every awardee is required to submit a final report at the end of their project. The final report includes the following sections:

   a. Project Objectives and Accomplishments - Description of major accomplishments on project objectives.
   b. Project Barriers and Resolutions - Description of barriers/problems that impeded project's ability to implement the approved plan.
   c. Summary Information

      i.   Project overview.
     ii.   Project impact.
    iii.   Prospects for continuing the project and/or replicating this project elsewhere.
    iv.   Publications produced through this award activity.
     v.   Changes to the objectives from the initially approved award.

Awardees are also required to submit to BHPr a copy of their final evaluation report.

VII. Agency Contacts

Applicants may obtain additional information regarding business, administrative, or fiscal issues related to this funding opportunity announcement by contacting:

David K. Treer
Grants Management Specialist
HRSA Division of Grants Management Operations, OFAM
Parklawn Building, Room 15-19
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-0563
Fax: (301) 443-6343
Email: dtreer@hrsa.gov

Additional information related to the overall program issues and/or technical assistance regarding this funding announcement may be obtained by contacting:

Angela Landeen, MS, CHES, CPH
Public Health Analyst
Attn: NCCPHT Funding Program
Division of Public Health and Interdisciplinary Education
Bureau, HRSA
Parklawn Building, Room 9C-05
5600 Fishers Lane
Rockville, MD 20857
Telephone: (301) 443-1550
Fax: (301) 443-0157
Email: NCCPHTCFOA@hrsa.gov

Applicants may need assistance when working online to submit their application forms electronically. Applicants should always obtain a case number when calling for support. For assistance with submitting the application in Grants.gov, contact Grants.gov 24 hours a day, seven days a week, excluding Federal holidays at:

Grants.gov Contact Center
Telephone: 1-800-518-4726   (International Callers, please dial 606-545-5035)
E-mail: support@grants.gov
iPortal: https://grants-portal.psc.gov/Welcome.aspx?pt=Grants

Successful applicants/awardees may need assistance when working online to submit information and reports electronically through HRSA's Electronic Handbooks (EHBs). For assistance with submitting information in HRSA's EHBs, contact the HRSA Call Center, Monday-Friday, 9:00 a.m. to 5:30 p.m. ET:

HRSA Contact Center
Telephone: (877) 464-4772
TTY: (877) 897-9910
E-mail: CallCenter@HRSA.GOV

VIII. Other Information

Technical Assistance Call

A technical assistance call will be provided for potential applicants. Additional information related to these calls can be obtained by calling 301-443-3875.

Wednesday, April 30, 2014
2:00 PM – 4:00 PM ET
Toll Free Number: 800-369-1701
Participant Code: 5065462
To join the meeting via Adobe Connect: https://hrsa.connectsolutions.com/nccphtc

Instant replay – available until 6/30/14 at 11:59 p.m ET at:
Toll Free Number: : 888-296-6948
Participant Code: 6014

Logic Models:

Additional information on developing logic models can be found at the following website: http://www.cdc.gov/nccdphp/dnpao/hwi/programdesign/logic_model.htm.

Although there are similarities, a logic model is not a work plan. A work plan is an "action" guide with a timeline used during program implementation; the work plan provides the "how to" steps. Information on how to distinguish between a logic model and work plan can be found at the following website: http://www.cdc.gov/healthyyouth/evaluation/pdf/brief5.pdf.

IX. Tips for Writing a Strong Application

See section 4.7 of HRSA's *SF-424 R&R Application Guide*.

In addition, BHPr has developed a number of recorded webcasts with information that may assist applicants in preparing a competitive application. These webcasts can be accessed at: http://bhpr.hrsa.gov/grants/technicalassistance/index.html.