

**Fiscal Year (FY) 2018 Regional Public Health Training Center
(PHTC) Program**

Notice of Funding Opportunity (NOFO) HRSA 18-017

Frequently Asked Questions (FAQ)

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Application Submission

1. How do I access the NOFO?

The full notice of funding opportunity (NOFO) and package is in www.grants.gov.

- Search for HRSA-18-017 grant
- Click on the grant number and you will be directed to the grant page
- Click on package tab (4th tab); you will see two links in far right (preview and apply)
 - Click preview and you will be directed to a page that lists all of the available documents to download.
 - In the upper right corner you will see download package; if you click this, you will download a PDF of the NOFO document.
 - Click Apply and you will be directed to a page that lists two options:
 - Option 1 – apply now using workspace
 - Option 2 – download legacy application package
 - The NOFO and other package documents are under option 2
 - Click download instructions to also access the NOFO

[HRSA-18-017: Regional Public Health Training Centers \(PHTC\) Program](#)

[Get instructions for the NOFO](#)

If you need technical assistance while submitting your application, you may contact the Grants.gov contact center at 1-800-518-4726.

2. What is the due date to submit an application?

The due date for all applications under this NOFO is 11:59 pm EST January 19, 2018. All applications must be submitted electronically via Grants.gov. If you need technical assistance while submitting your application, you may contact the Grants.gov contact center at 1-800-518-4726.

3. There is conflicting information regarding the documentation of non-profit status, is this attachment included in the page limit?

The proof of non-profit status is NOT included in the page limit. The page limit for this application is 70 pages. This includes the total size of all uploaded files. As a best practice, please print your application prior to submission to ensure that you have not exceeded the page limit.

4. There are multiple versions of the SF-424 R&R application guide. Which is the correct version?

The correct version of the SF-424 R&R Application guide is provided here: [SF-424 R&R Application Guide](#). Please use this guide when completing your application.

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Project and Budget Period

5. Is the ceiling amount that can be requested by region a total per year or total for the four years of the award?

The ceiling amount that can be requested per region is per budget period. Each budget period is for one year. The RPHTC period of performance is a four years. Therefore, each applicant may request up to the ceiling amount for the region they are applying for each budget year within the four-year period of performance. For ceiling amounts please see the Award Ceiling Allocation Table on page 5 of the NOFO.

6. Do we have to have a budget and justification for all four years of the project?

Yes. A budget and justification is required for every budget period within the four-year period of performance. Please make sure that the line item budget and the justification are in-sync.

Eligibility

7. We are not a school of public health. Can we collaborate with an eligible school of public health or other entity to be eligible?

Yes, however the eligible entity must be the primary organization listed in the application. Eligible applicants include an accredited school of public health, or another public or nonprofit private entity accredited for the provision of graduate or specialized training in public health. Faith-based and community-based organizations, tribes, and tribal organizations may apply for these funds, if otherwise eligible.

8. What are the accreditation requirements for applicants of this NOFO?

Applicants include a Council on Education for Public Health (CEPH) accredited school of public health, or another public or nonprofit private entity accredited for the provision of graduate or specialized training in public health.

You must include proof of accreditation in order to be eligible. In order to receive consideration for the funding preference, applicants must include proof of CEPH accreditation via Attachment 1. HRSA staff will determine whether your application meets the funding preference.

9. Can an eligible entity submit more than one application?

No. Eligible applicants may submit only one application. Multiple applications from any single organization **are not allowed**. Independent organizations are those who have a unique DUNS number.

10. Do applicants who are current or previous Regional Public Health Training Center Program awardees automatically receive preference?

**Fiscal Year (FY) 2018 Regional Public Health Training Center (PHTC) Program
Notice of Funding Opportunity (NOFO) HRSA 18-017
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No, current or previous awardees do not receive any preference for being currently or previously awarded. All applicants are eligible to receive preference if you are a CEPH accredited school of public health. In order to receive consideration for the funding preference, applicants must include proof of CEPH accreditation via Attachment 1, and request funding preference via Attachment 10. HRSA staff will determine whether your application meets the funding preference.

11. Who qualifies as a Project Director/Principal Investigator? Can a project have more than one Project Director/Principal Investigator?

For this NOFO the term Principal Investigator (PI) is used. The PI should be a senior level health or public health professional with strong expertise in adult education and training; experience and demonstrated leadership skills to direct and guide the conceptual framework and direction of the Regional PHTC program; and provide visibility for the program among health and public health colleagues and organizations. Each project may have one or co-PIs identified, however, there must be an indication of who is primary for communication and decision-making.

Student Eligibility and Stipends

12. What students does the PHTC program support?

The PHTC program supports students at the following levels: Undergraduate juniors or seniors, Master's and Doctoral students enrolled in an accredited health professions degree program. Only U.S. citizens, non-citizen U.S. nationals, or foreign nationals holding a visa permitting permanent residence in the United States are eligible.

13. Is there a funding limit on student stipends?

The NOFO does specify a limit on stipends. At least **10 percent** of the award recipient's overall requested budget (direct and indirect costs) must be used for stipend support, according to the following guidelines:

- \$3,500 per student; and
- the minimum number of students involved in field placements must be no less than 15 students per region (stipend support funds used to support students beyond the minimum number of 15 for field placements, may be used to support a combination of both field placement and faculty-collaborative project students).

No full-time student is allowed to receive a stipend for participation in a student field placement or faculty-student collaborative project for more than 1 year, or 12 consecutive months. Part-time students are allowed to participate in student field placements or faculty-student collaborative projects and receive a stipend prorated at one-half of the fixed amount for no more than 2 years or 24 consecutive months.

**Fiscal Year (FY) 2018 Regional Public Health Training Center (PHTC) Program
Notice of Funding Opportunity (NOFO) HRSA 18-017
Frequently Asked Questions (FAQ)**

Community-Based Training (CBT) Partnerships

14. Would all organizations involved in an application be required to register in the System for Award Management (SAM) and submit separate SF-424 R&R forms?

Yes.

15. Are CBT partner organizations required to be contracts or sub-awards?

Yes. Under this NOFO, a CBT partner organization providing services would constitute a sub-award.

16. Can a CBT partner organization also be a technical assistance entity?

Yes. You must indicate in your application package the differences in the two sources of funding for this organization and why.

17. Can a CBT Partner be funded more than the \$25K ceiling?

No. A CBT partner organization must be funded at \$25K or lower. There are no exceptions to this cap.

18. Does each CBT partner need to complete all the tasks listed in the definition of a CBT Partnership?

No. These activities should be completed as an entire region, and must be led/coordinated by the "Central Office." At a minimum, each Central Office in coordination with its CBT Partner/s should:

- conduct a local needs assessment;
- develop and implement plans to establish or strengthen faculty-student collaborative projects and field placements, with a core focus on topics related to addressing socio-environmental factors that affect a wide range of health, functional, and quality-of-life outcomes;
- promote and market the work of the Regional PHTC;
- develop a recruitment and outreach plan;
- implement curricula development and training;
- conduct program evaluations to identify process deficiencies; and
- develop strategies for assessing the progress and enhancing outcomes associated with the Regional PHTC Program.

Other Questions

19. If we are a current awardee, the period of performance for this NOFO begins July 1, 2018. This is during our current funding cycle. What happens to July 1-August 31, 2018 in our current year?

If selected for the next funding cycle, you will be finishing the current program and beginning the next cycle concurrently.

20. The NOFO requires that training curricula use multiple modalities, do they all have to be distance-based.

**Fiscal Year (FY) 2018 Regional Public Health Training Center (PHTC) Program
Notice of Funding Opportunity (NOFO) HRSA 18-017
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No. Training curricula will provide skill-based, interactive instruction and quality education using multiple modalities (e.g., synchronous, asynchronous, distance-based, bi-directional video, in-person, etc.).

21. Can faculty participating in faculty-student collaborative projects be compensated for their activities?

Yes. If your institution requires that you compensate faculty, you must comply with the guidelines set forth by your institution. This compensation must be a separate budget line item and must not come from student stipend support funds.

22. Who is the technical assistance intended for?

Technical Assistance is intended for the central office and the CBT partners if necessary.

23. Do the technical assistance funds have to be used for one single organization?

No. Recipients must provide a formal plan (1) to establish and implement a formal arrangement with an **organization or multiple organizations** able to train and provide technical assistance (e.g. marketing and communication assistance, technical writing, data analysis, instructional design consultation, web design, learning management system design and management, etc.); and (2) to attend and participate in activities such as HRSA and related stakeholder meetings, learning collaboratives, webinars, and other grant-related activities.

Allocation to support these activities should be no less than \$75,000 of the grant recipient's total requested budget per year. Details of this allocation must be included in the proposed line item budget and budget justification.

24. Is it correct that the only required key personnel are Principal Investigator (min. 5%) and Project Coordinator (100%)?

Yes. This is the only stated required key personnel with a specified effort level. You will certainly need additional personnel such as an evaluator and instructional designer, which are also mentioned. You must indicate in your application package the key and other personnel that you anticipate needing to complete the work, and their levels of effort.

Each staffing plan must include a Principal Investigator (His/her level of effort should be no less than 5 percent) and a Project Coordinator (His/her level of effort should be no less than 100 percent). The plan should list other key personnel as appropriate (e.g., Evaluator, Instructional Designer, etc.). The application should include the percent effort on the Regional PHTC Program grant and all other sources of salary support for key staff – Principal Investigator, Project Coordinator, Evaluator, Instructional Designer (i.e., Jane Doe, Project

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Coordinator: 50 percent Regional PHTC Program grant, 20 percent Title 2 grant, 15 percent University of X, 15 percent NIH grant support).