

HRSA ITAC FOA TA Session
12-15-2016 Call

Good afternoon.

Welcome and thank you all for standing by. All participants will be on a listen-only mode until the question-and-answer session of today's call. At that time, you can press "*"1" to ask a question from the phone lines. I'd also like to inform parties that the call is being recorded. If you have any objections you may disconnect at this time. I'd now like to turn the call over to Mr. Robyn Schulhof. Thank you, ma'am, you may begin.

Thank you. And hello, everyone. Sorry for the slight delay. I'm Robyn Schulhof. I'm a Senior Public Health Analyst in the Division of MCH Workforce Development at the Maternal and Child Health Bureau at HRSA. Welcome again and thank you for your interest in the Autism CARES National Interdisciplinary Training Resource Center. So this TA session is taking place in Adobe. In order to ask questions, you may type them into the chat pod or hold them until the moderated phone Q&A session following the presentation. Special thanks to my colleague, Michelle Tissue, for coordinating the TA session and helping today. Slides are available for download in the "File Share" pod on your screen. Select the file, hit "Download File," and you will see a pop-up box and will need to select "Download File" to open the file.

Today's technical assistance session we will provide a brief background of HRSA Maternal and Child Health Bureau and our division of MCH Workforce. We will provide a high-level review of the FOA, the Funding Opportunity Announcement, highlighting some key areas. And we'll give time for an open-ended Q&A session for those on the phone or online.

So, HRSA, the Health Resources and Services Administration, is an agency of the U.S. Department of Health and Human Services. It's the primary federal agency for improving access to health care by strengthening the health care workforce, building healthy communities, and achieving health equity. HRSA's programs provide health care to people who are geographically isolated, economically or medical vulnerable. HRSA funds many of the programs that directly support America's Health Care Safety Nets.

The Division of MCH Workforce Development is part of the Maternal and Child Health Bureau within HRSA. Our division provides national leadership and direction in educating and training the nation's teacher leaders in maternal and child health. Our division has grant programs in three areas, interdisciplinary graduate education, workforce training for practicing MCH professionals, and community-based programs.

Our division's grant programs that focus on autism and developmental disabilities are the Leadership Education in Neurodevelopmental and other Related Disabilities program, or LEND, and the Developmental Behavioral Pediatrics, DBP, program, both of which are graduate-level training programs. The resource center funded under this funding opportunity announcement that we're talking about today primarily supports these two national clinical leadership programs.

The application for the resource center, this cooperative agreement is due January 31st in Grants.gov. It is a five-year award pending the availability of funds. Only one application per academic institution is allowed. Multiple applications from the same institution will not be accepted.

The eligibility for this FOA, per the Public Service Act Section 399BB, the resource center can be based in a public or nonprofit private agency, including an institution of higher education. Institutions must have expertise and experience in developmental disabilities, including autism. Institutions must also be able to nationally represent 52 LEND programs and ten DBP programs

HRSA ITAC FOA TA Session
12-15-2016 Call

in many capacities, including providing technical assistance, providing national guidance and leadership to the division's training program, coordinating and actively participating on site visits, and developing resources to name a few activities.

So, just to briefly recap the Autism CARES Act, the purpose is to improve the health of infants, children, and adolescents who have or are at risk for developing autism spectrum disorder or other neurodevelopmental disabilities. And this will be accomplished through several means, including providing data analysis, management services, providing national leadership to our other Autism CARES grantees in other areas, disseminating strategies and resources to grant recipients, conducting data analysis and management, advancing systems development strategies, promoting family and consumer or self-advocate involvement in our training programs, also supporting MCHB's efforts to promote diversity, planning and conducting grantee meetings, and a very important function is convening topical work groups and providing leadership on emerging issues in the field of disabilities.

So, in the -- I will briefly review the structure of the application. So, in the project narrative introduction section, applicants need to describe the background of the proposed project and how they will meet the purposes that were outlined earlier in the funding opportunity announcements. The needs assessment section of the project narrative, this helps reviewers understand the target populations and the unmet needs that will be served by the resource center. It demonstrates the applicant's ability to be a national leader and a resource to the training programs. It also documents expert knowledge of autism spectrum disorders and developmental disability.

The methodology section demonstrates the "how" in how the activities will be implemented. For instance, how it will implement the technical assistance, how it will collaborate with relevant agencies and organizations, exactly how the data management and analysis will work, how the grantees will interface with the resource center to collect data -- certain data that's required for our report to Congress; how the resource center will facilitate site visits and plan grantee meetings; and also how the center would be able to respond to emerging issues such as Zika virus, transition to adulthood, or lead exposure to name a few.

A work plan is required. A timeline should be included for each activity. And the person responsible -- the responsible staff person should be identified. Performance measures and objectives should be included to measure annual progress. And there's also a logic model component which must be included to illustrate the framework for the project and the links between all of the elements. In a resolution of challenges section, potential challenges to the work plan should be identified, and also the applicant should demonstrate approaches to overcome these challenges.

The evaluation plan, which would be part of evaluation and technical support capacity, should describe systems and processes to monitor progress towards the goals and objectives outlined in the application, for instance, what data will be collected for analysis and by whom. So, staff experiences, skills, and knowledge and evaluation would be listed in this section. And a plan for working with LEND and DBP programs to increase the number of individuals and professionals able to work with ASD and DD populations.

Organizational information -- so, please take note of the specific staffing requirements spelled out in the FOA. I will review them briefly on the next slide. But in the organizational section, a brief description would be included of the administrative and organizational structure in which the resource center would function. So that would include staffing personnel, space,

HRSA ITAC FOA TA Session
12-15-2016 Call

organizational capacity; a clear description of staff, including key staff position descriptions and bio sketches for each key professional member of the team. And, of course, a principal investigator must have a very clearly defined role in the project.

But as far as specific staffing requirements, the senior manager of this cooperative agreement would have direct functional responsibility for working with HRSA, MCHB, and have experience working with programs serving children with neurodevelopmental -- and it should say "disabilities" there. That person would have to have 85% FTE on this project, at a minimum. And three additional staff would be required for the cooperative agreement, each at a minimum of 80% FTE, to help convene work groups, go on site visits, work with MCHB, work with grantees, and do a variety of other functions. However, other staff support can be part of your budget. Partial FTEs could be allowable for other functions, including IT or data management, meeting planning, TA oversight, financial oversight, and of course the principal investigator or project director overseeing the resource center.

So you'll see in the FOA there's multiple attachments that are required. I won't read all of them, but please note that in attachment six, the accomplishment summary, that is required for competing continuations of this grant only, but it is optional for all new applicants. If you are choosing to do this section, you should demonstrate the organization's national impact in providing past technical assistance and leadership to autism spectrum disorder and developmental disabilities training programs per page 20.

So a five-year budget is required as part of the application, and a budget justification narrative for up to \$771,000 per year for five years. Please refer to the SF-424 R&R Application Guide for additional guidance, and also for salary limitations. Here are the review criteria, which are laid out in the Funding Opportunity Announcement. Again, we don't need to necessarily go through each of them. There's a lot of detail in the FOA for each of these sections. But applicants definitely should review these criteria closely. This is what the reviewers will be using to score your applications.

So, key takeaways is that the resource center is very national in scope. It represents 52 LEND programs across the country, ten DBP programs, and other interdisciplinary training programs in MCHB at certain points and for certain functions. An application must have a very clear demonstration of national impact and pertinent expertise, establish capability in providing technical assistance and leadership at the national level in the field of developmental disabilities and autism. Must also demonstrate an in-depth knowledge of the Division of MCH Workforce Development's MCHB training programs, particularly in LEND and DBP, and, of course, other pertinent issues in the field.

That was just a brief overview. And there will be a recording of this technical assistance session until January 31st, which is also spelled out in the FOA. The information is right in front of you and in the slides for the recording phone line, if someone wants to hear this later. And I think that's all we have. And so I guess we can open it up to questions. The operator will moderate phone questions. And participants can also enter written questions into the chat pod on Adobe.

Sarah, we're ready for questions on the phone.

And to ask a question from the phone lines, please press "*1." You will be prompted to unmute your phone and record your name. Your name is required to introduce your question. Once again, it is "*1" to ask a question from the phone lines. One moment for those to come through.

HRSA ITAC FOA TA Session
12-15-2016 Call

There's one question in the Adobe room. "How many awards will you be making?"

Just one.

So far we're showing no phone questions. Again, it is "*1" to ask a question.

One more question online. "When is the project expected to begin?"

Oh, sure. Sorry. It will begin on September 1st of 2017.

And again, feel free to type any additional questions into the chat pod, or ask them over the phone. A question also online, "Is there a cap on indirect costs?"

There is not.

This is Lauren from MCHB. There's information in the budget section, but really it should align with the organization's approved negotiated rates.

One more call for any questions on the phone or online.

We are showing no questions from the phone lines.

Thank you very much for attending today. My contact information is up on the screen or in your downloadable slides. It's rschulhof@hrsa.gov. And my phone number is 301-443-0258. If you have any further questions along the way, we'd be happy to answer them. Thank you for attending today.

That does conclude today's call. Thank you all for participating. You may disconnect your lines at this time.