

# U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

## **Agency**

Office of the Secretary, Office of Global Health Affairs

## **Funding Opportunity Title**

Health Diplomacy Training: Support the Development of Health Workforce in Latin America and the Caribbean

## **Announcement Type**

Initial, Competitive, Cooperative Agreement

## **Catalog of Federal Domestic Assistance Number**

The Catalog of Federal Domestic Assistance number is 93.016

## **Dates**

To be eligible for consideration, applications must be received by the Office of Public Health and Science (OPHS), Office of Grants Management no later than Friday, August 14, 2009. Applications will be considered as meeting the deadline if they are received by the OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, no later than 5 P.M. Eastern Time on the application due date. Applications that are electronically submitted through GrantSolutions.gov or Grants.Gov will be accepted until 11:00 P.M. Eastern Time on this date. Applications will not be accepted by fax, nor will the submission deadline be extended. The application due date requirement specified in this announcement supersedes the instructions in the Form OPHS-1. Applications that do not meet the deadline will be returned to the applicant unread. See heading "Application and Submission Information" for information on application submission mechanisms.

## Summary

The U.S. Department of Health and Human Services (HHS) Health Diplomacy program is being constructed with reference to the World Health Organization (WHO) Framework for strengthening health systems, which suggests six main building blocks: service delivery; health workforce; health information; medical products, vaccines and technologies; health financing; and leadership and governance (stewardship).<sup>1</sup> The HHS, Office of Global Health Affairs (OGHA) announces that an estimated two million nine hundred twenty thousand U.S. dollars (\$2,920,000) in fiscal year 2009 funds are available for a for a one-year competitive bidding cooperative agreement. The overarching goal of the cooperative agreement is to strengthen the health systems in the Latin America and Caribbean (LAC) region by supporting the development of a local health workforce that is responsive, fair and efficient to achieve the best health outcomes possible, given available resources and circumstances. The program will provide training in the LAC region and foster health care professionals' commitment to sustained service in underserved communities in their home countries. The program will build on the lessons learned from the multiple HHS global health missions. The program will also incorporate intelligence from the LAC country reports of the World Health Organization and the Pan American Health Organization with respect to needs and capacity.

## I. Funding Opportunity Description

### Legal Authority

- A.** The Omnibus Appropriations Act, 2009, appropriated funds to HHS for carrying out Title III of the Public Health Service Act (PHS Act). P.L. 111-8, 123 Stat. 524, 777 (March 11, 2009).
- B.** Pursuant to Section 307(a)(2) of the PHS Act, 42 U.S.C. § 242(a)(2), HHS is authorized to participate with other countries in cooperative endeavors in biomedical research, health care

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<sup>1</sup> World Health Organization, Strengthening Health Systems to Improve Health Outcomes, WHO's Framework for Action. Available at [http://www.who.int/healthsystems/strategy/everybodys\\_business.pdf](http://www.who.int/healthsystems/strategy/everybodys_business.pdf).

services, health care research, or other related activities in furtherance of the activities, objectives or goals authorized under the Tom Lantos and Henry J. Hyde United States Global Leadership Against HIV/AIDS, Tuberculosis, and Malaria Reauthorization Act of 2008 (PEPFAR Reauthorization Act). The purpose of the PEPFAR Reauthorization Act, 22 U.S.C. § 7603, is “to strengthen and enhance United States leadership and the effectiveness of the United States response to the HIV/AIDS, tuberculosis, and malaria pandemics and other related and preventable infectious diseases as part of the overall United States health and development agenda.”

## **Purpose**

The purpose of the cooperative agreement is to strengthen the health systems in the LAC region by supporting the development of a local health workforce that is responsive, fair and efficient to achieve the best health outcomes possible, given available resources and circumstances. The cooperative agreement will promote collaborations with interested national and multilateral bodies to undertake training programs addressing the development of the LAC region health workforce.

## **Objectives**

1. To improve health service coverage and delivery, quality safety, and efficiency
2. To synthesize and share experience regarding the costs, benefits and conditions for success of strategies to improve health services delivery in the LAC region, including Belize, Costa Rica, Guatemala, Honduras, El Salvador, Nicaragua, Panamá and the Dominican Republic
3. To develop regional and national resource institutions' capacity to support local health managers
4. To produce a range of health workers (service providers and management and support workers) to deliver health services

## **II. Award Information**

This project will be supported through the cooperative agreement mechanism. HHS anticipates making only one award. HHS intends to make available an estimated two million nine hundred twenty thousand U.S. dollars (\$2,920,000) in fiscal year 2009 and will not include payment of indirect costs. The performance period of the award will be for one year from the date of the award.

## **HHS/OGHA Responsibilities**

**A.** HHS, particularly the Office of Global Health Affairs, will be substantially involved with the design and implementation of the described award recipient activities.

**B.** HHS staff activities for this program include, but are not limited to, the following:

1. Assistance with the identification and selection of training instructors and technical experts
2. Expert assistance in the design, implementation and delivery of instruction related to the training modules
3. Facilitation of the creation of an active learning environment for the trainings
4. Liaison with U.S. Public Health Service Commissioned Corps and Pan American Health Organization for the design, implementation and delivery of the training modules
5. Liaison with U.S. Embassies in host countries with local Ministries of Health and Agriculture and other host-nation organizations, as appropriate, and as relevant to the achievement of the purposes of this cooperative agreement
6. Oversight of activities supported by funds awarded through this cooperative agreement

## **C. Award Recipient Responsibilities**

The awardee will be expected to:

1. Evaluate various needs assessment sources such as:
  - Reports from U.S. Public Health Service Commissioned Corps joint missions with U.S. Southern Command of the U.S. of the U.S. Department of Defense

- Reports from past training at the Regional Health Care Training Center in Panama
- Country specific reports from World Health Organization and Pan American Health Organization
- Input from Ministries of Health from participant countries

The evaluation of needs assessment and the subsequent selection of topics should focus on strengthening and enhancing the leadership and the effectiveness of the response to HIV/AIDS, tuberculosis, and malaria pandemics and other related and preventable infectious diseases as part of an overall health and development agenda.

2. Suggest the topics to be covered during the training based on the evaluation of the needs assessment. Within context of the objectives of the funding, the suggested topics will be classified as:
  - Of great need
  - Of some need
  - Of no need
3. Explain for the suggested topics classified as of “great need”:
  - How will they further the achievement of the objectives of the funding
  - What knowledge or skills will the participants learn in the training program
  - State any expected challenges

The training may overlap other alternatives within the region, but not to the extent to be duplicative

4. Establish a process for outreach and selection of participants who can benefit from the training from underserved communities in the LAC region, including Belize, Costa Rica, Guatemala, Honduras, El Salvador, Nicaragua, Panamá and the Dominican Republic
5. Develop training curricula with the help of HHS and other international technical experts

6. Evaluate prior to the training the knowledge of the selected participants, and determine what pre-training material would be necessary to achieve a common knowledge baseline
7. Produce pre-training material
8. Create an active learning environment for the trainings. This will include but will not be limited to:
  - Identifying and selecting:
    - Pre-training autodidactic web-based tutorials accessible to participants
    - Audiovisual training aids and other training materials
    - Existent sources of pre-training and training materials such as the "Global Health Education Consortium" and the "The eGranary Digital Library"
    - Case studies from sources such as the Pan American Health Organization, the World Health Organization and the U.S. Public Health Service Commissioned Corps
  - Facilitating the interaction of training participants among themselves and with instructors during and after the course
9. Establish criteria for selecting training instructors, and assessing instructors' suitability
10. Measure the:
  - Reaction of the participants to the training
  - Change in participants' knowledge, skills or attitude
  - Implementation of the training
11. Establish a feasible methodology for measuring the impact of the training. The possible methodologies to consider may include, but are not limited to:
  - Post-training surveys of participants, or their customer groups
  - Ongoing, sequenced training and coaching over a period of time
  - Follow-up needs assessment
12. Establish a training schedule to best meet the training needs of the participants

13. Provide appropriate training facilities that are comfortable and convenient. The training facilities are expected to have electronic capabilities, such as laptops that might be required for the training. The training facilities should have the capacity to provide simultaneous trainings
14. Provide quality interpretation (simultaneous and consecutive) and translation services, as required
15. Assist participants with lodging and food facilities conveniently located to the location and the schedule for the training
16. Coordinate the implementation of all phases of the training

### **III. Eligibility Information**

#### **A. Eligible Applicants**

Applications may be submitted by public non-profit health training and research institutes:

1. Successful experience on providing training to health workers in the LAC region
2. Access to training facilities with electronic capabilities, such as laptops that might be required for the training. The training facilities should have the capacity to provide simultaneous trainings
3. Access to quality interpretation (simultaneous and consecutive) and translation services, as required

#### **B. Cost-Sharing or Matching Funds**

Matching Funds and Cost Sharing are not required for this program.

#### **C. Other Special Requirements**

1. If the application is incomplete or non-responsive to the special requirements listed in this section, the application will not enter into the review process. HHS will notify the applicant that the application did not meet submission requirements
2. HHS will consider a late application to be non-responsive. Please see section on Submission Dates and Times

## **IV. Application And Submission Information**

### **A. Address to Request Application Package**

Application kits may be obtained electronically by accessing Grants.gov at <http://www.grants.gov> or Grant Solutions at <http://www.grantsolutions.gov>. Application kit requests may also be made through the OPHS Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852; telephone 240-453-8822. Applications must be prepared using Form OPHS-1.

### **B. Content and Form of Application Submission**

1. Form of Submission

Applicants must submit a project narrative in English, along with the application forms, in the following format:

- Maximum number of pages: 50. If your narrative exceeds the page limit, HHS will only review the first 50 pages within the page limit
- Font size: 12-point, unreduced
- Single-spaced
- Paper size: 8.5 by 11 inches
- Page margin size: One inch
- Number all pages of the application sequentially from page one (i.e. the Application Face Page) to the end of the application, including charts, figures, tables, and appendices



- Print only on one side of page
- Hold application together only by rubber bands or metal clips, and do not bind it in any way

## 2. Content of Submission

The narrative should address activities over the entire project period, and must include the following items in separate sections, in the order listed:

- The application shall include a discussion of your organization's understanding of the need, purpose and requirements of this cooperative agreement. The discussion shall be sufficiently specific, detailed and complete to clearly and fully demonstrate that the applicant has a thorough understanding of all the technical requirements of this announcement
- Applicants must provide timelines, milestones (as appropriate) and address specific areas of risk, such as scientific, facility, or regulatory and mitigation plans to ensure timely completion of the project
- Applicants must provide:
  - A project staffing and management plan, which must include timelines and sufficient detail to ensure that it can meet the Federal Government's requirements in a timely and efficient manner
  - Résumés that identify the educational and experience level of any individual(s) who will perform in a key position and other qualifications to show the key individuals' ability to comply with the minimum requirements of this announcement
  - A summary of the qualifications of non-key personnel. Résumés must be limited to three pages per person
- The proposed staffing plan must demonstrate the applicant's ability to:

- Recruit/ retain/ replace personnel who have the knowledge, experience, local language skills, training and technical expertise commensurate with the requirements of this announcement
- Provide bilingual personnel to train and mentor host country participants
- The budget justification, limited to 10 pages, will count against the overall 50-page application limit. This justification must comply with the criteria for applications. The applicant must submit, at a minimum, a cost proposal fully supported by information adequate to establish the reasonableness of the proposed amount
- The applicant may include additional information in the application appendices, which will not count toward the narrative page limit. This additional information may include Curricula Vitae, Résumés, Organizational Charts, Letters of Support, etc.
- An agency or organization must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number to apply for a grant or cooperative agreement from the Federal Government. The DUNS number is a nine digit identification number, which uniquely identifies business entities. Obtaining a DUNS number is easy, and there is no charge. To obtain a DUNS number, access the following Internet address, [www.dunandbradstreet.com](http://www.dunandbradstreet.com), or call 1 866 705 5711
- Additional requirements that could require submission of additional documentation with the application appear in Section VI(B), “Administrative and National Policy Requirements”

### **C. Submission Dates and Times**

To receive consideration, applications must be received by the Office of Public Health and Science (OPHS), Office of Grants Management no later than **[INSERT DATE 30 DAYS FROM THE DATE OF PUBLICATION IN Grants.gov.]** Paper grant applications will be considered as meeting the deadline if they are received by the OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, no later than 5 P.M.

Eastern Time on the application due date. Applications that are electronically submitted through GrantSolutions.gov or Grants.Gov will be accepted until 11:00 P.M. Eastern Time on this date. All required hardcopy original signatures and mail-in items for electronic grant application submissions must be received by no later than 5 P.M Eastern Time on the next business day after the deadline date specified above. Applications will not be considered valid until all electronic application components, hardcopy original signatures, and mail-in items are received by the OPHS Office of Grants Management according to these deadlines. Applications will not be accepted by fax, nor will the submission deadline be extended. The application deadlines specified in the announcement supersede the instructions in Form OPHS-1. Application submissions that do not adhere to the deadlines will be considered late and will be deemed ineligible, and may be returned to the applicant unread.

## **Submission Mechanisms**

The Office of Public Health and Science (OPHS) provides multiple mechanisms for the submission of applications, as described in the following sections. Applicants will receive notification from the OPHS Office of Grants Management confirming the receipt of applications submitted using any of these mechanisms. Applications submitted to the OPHS Office of Grants Management after the deadlines described in Section IV(C) will not be accepted for review. Applications which do not conform to the requirements of the grant announcement will not be accepted for review and will be returned to the applicant.

While applications are accepted in hard copy, the use of the electronic application submission capabilities provided by the Grants.gov and GrantSolutions.gov systems is encouraged. Applications may only be submitted electronically via the electronic submission mechanisms specified below. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review.

In order to apply for new funding opportunities which are open to the public for competition, you may access the Grants.gov website portal. All OPHS funding opportunities and application kits are made available on Grants.gov. If your organization has/had a grantee business relationship with a grant program serviced by the OPHS Office of Grants Management, and you are applying as part of ongoing grantee related activities, please access GrantSolutions.gov.

Electronic grant application submissions must be submitted using one of the electronic submission mechanisms specified below.

Paper grant application submissions must be submitted using the following address: OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209.

The application deadlines specified in the announcement supersedes the instructions in the Form OPHS-1. Application submissions that do not adhere to the deadlines will be considered late and will be deemed ineligible, and may be returned to the applicant unread. Applicants are encouraged to initiate electronic applications early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadlines.

#### Electronic Submissions via the Grants.gov Website Portal

The Grants.gov Website Portal provides organizations with the ability to submit applications for OPHS grant opportunities. Organizations must successfully complete the necessary registration processes in order to submit an application. Information about this system as well as the required registration process is available on the Grants.gov website, <http://www.grants.gov>.

In addition to electronically submitted materials, applicants may be required to submit hard copy signatures for certain program related forms, or original materials as required by the

announcement. It is imperative that the applicant review both the grant announcement, as well as the application guidance provided within the Grants.gov application package, to determine such requirements. Any required hard copy materials, or documents that require a signature, must be submitted separately via mail to the Office of Grants Management at the address specified above, and if required, must contain the original signature of an individual authorized to act for the applicant agency and the obligations imposed by the terms and conditions of the grant award. When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review.

Electronic applications submitted via the Grants.gov Website Portal must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. Any files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Excel or PowerPoint, Corel WordPerfect, ASCII Text, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only). Even though Grants.gov allows applicants to attach any file format as part of their application, OPHS restricts this practice and only accepts the file formats identified above. Any file submitted as part of the Grants.gov application that is not in a file format identified above will not be accepted for processing and will be excluded from the application during the review process.

All required mail-in items must be received by the deadlines specified in Section IV(C). Mail-in items may only include publications, resumes, or organizational documentation. When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review.

Upon completion of a successful electronic application submission via the Grants.gov Website Portal, the applicant will be provided with a confirmation page from Grants.gov indicating the date and time (Eastern Time) of the electronic application submission, as well as the Grants.gov

Receipt Number. It is critical that the applicant print and retain this confirmation for their records, as well as a copy of the entire application package.

All applications submitted via the Grants.gov Website Portal will be validated by Grants.gov. Any applications deemed "Invalid" by the Grants.gov Website Portal will not be transferred to the GrantSolutions system, and OPHS has no responsibility for any application that is not validated and transferred to OPHS from the Grants.gov Website Portal. Grants.gov will notify the applicant regarding the application validation status.

Once the application is successfully validated by the Grants.gov Website Portal, applicants should immediately mail all required hard copy materials to the OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, to be received by the deadlines specified in Section IV(C). It is critical that the applicant clearly identify the Organization name and Grants.gov Application Receipt Number on all hard copy materials.

Once the application is validated by Grants.gov, it will be electronically transferred to the GrantSolutions system for processing. Upon receipt of both the electronic application from the Grants.gov Website Portal, and the required hardcopy mail-in items, applicants will receive notification via mail from the OPHS Office of Grants Management confirming the receipt of the application submitted using the Grants.gov Website Portal.

Applicants should contact Grants.gov regarding any questions or concerns regarding the electronic application process conducted through the Grants.gov Website Portal.

#### Electronic Submissions via the GrantSolutions System

OPHS is a managing partner of the GrantSolutions.gov system. GrantSolutions is a full life-cycle grants management system managed by the Administration for Children and Families,

Department of Health and Human Services (HHS), and is designated by the Office of Management and Budget (OMB) as one of the three Government-wide grants management systems under the Grants Management Line of Business initiative (GMLoB). OPHS uses GrantSolutions for the electronic processing of all grant applications, as well as the electronic management of its entire Grant portfolio.

When submitting applications via the GrantSolutions system, applicants are still required to submit a hard copy of the application face page (Standard Form 424) with the original signature of an individual authorized to act for the applicant agency and assume the obligations imposed by the terms and conditions of the grant award. If required, applicants will also need to submit a hard copy of the Standard Form LLL and/or certain Program related forms (e.g., Program Certifications) with the original signature of an individual authorized to act for the applicant agency. When submitting the required hardcopy forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review. Hard copy materials should be submitted to the OPHS Office of Grants Management at the address specified above.

Electronic applications submitted via the GrantSolutions system must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. The applicant may identify specific mail-in items to be sent to the Office of Grants Management (see mailing address above) separate from the electronic submission; however these mail-in items must be entered on the GrantSolutions Application Checklist at the time of electronic submission, and must be received by the due date requirements specified above. Mail-in items may only include publications, resumes, or organizational documentation.

Upon completion of a successful electronic application submission, the GrantSolutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Time) of the electronic application submission. This confirmation page will also provide a listing of all

items that constitute the final application submission including all electronic application components, required hardcopy original signatures, and mail-in items.

As items are received by the OPHS Office of Grants Management, the electronic application status will be updated to reflect the receipt of mail-in items. It is recommended that the applicant monitor the status of their application in the GrantSolutions system to ensure that all signatures and mail-in items are received.

#### Mailed or Hand-Delivered Hard Copy Applications

Applicants who submit applications in hard copy (via mail or hand-delivered) are required to submit an original and two copies of the application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award.

Mailed or hand-delivered applications should be delivered by the deadlines specified in Section IV(C) to: OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209.

### **D. Intergovernmental Review of Applications**

Executive Order 12372 does not apply to this program.

### **E. Funding Restrictions**

Restrictions, which applicants must take into account while preparing the budget, are as follows:

1. Allowability, allocability, reasonableness, and necessity of direct costs that may be charged are outlined in the following documents: **OMB Circular A-21**, Cost Principles for Educational Institutions; **OMB Circular A-122**, Cost Principles for Non-Profit Organizations. Copies of these circulars can be found on the Internet at <http://www.whitehouse.gov/omb/circulars/>



2. Indirect costs (facilities and administrative costs) may not be paid on grants (or subawards) to foreign and international organizations regardless of their location except for grants to the American University of Beirut and the World Health Organization
3. Alterations and renovations (A&R) are prohibited on grants/cooperative agreements to foreign recipients. "Alterations and renovations" are defined as work that changes the interior arrangements or other physical characteristics of an existing facility or of installed equipment so that it can be used more effectively for its currently designated purpose or adapted to an alternative use to meet a programmatic requirement. Recipients may not use funds for A&R (including modernization, remodeling, or improvement) of an existing building
4. Recipients may not use funds for planning, organizing or convening conferences
5. Reimbursement of pre-award costs is not allowed
- 6 Recipients may spend funds for reasonable program purposes, including personnel, travel, supplies, and services. Recipients may purchase equipment if deemed necessary to accomplish program objectives; however, they must request prior approval in writing from HHS/OGHA officials for any equipment with a purchase price in excess of \$10,000 USD
- 7 Recipients may not use funds awarded under this cooperative agreement to support any activity that duplicates another activity supported by any component of HHS
- 8 Applicants shall state all requests for funds in the budget in U.S. dollars. Once HHS makes an award, HHS will not compensate foreign recipients for currency exchange fluctuations through the issuance of supplemental awards
6. The funding recipient must obtain annual audits of these funds (program specific audit) by a U.S. based audit firm with international branches and current licensure/authority in country, and in accordance with International Accounting Standards or equivalent standard(s) approved in writing by HHS

7. A fiscal Recipient Capability Assessment may be required, prior to or post award, to review the applicant's business management and fiscal capabilities regarding the handling of U.S. Federal funds

## **V. Application Review Information**

### **A. Criteria**

1. Technical Approach (30 points):
  - The successful applicant must demonstrate a clear understanding of the scope of work and objectives of the cooperative agreement, recognition of challenges that may arise in performing the work required, and understanding of the close coordination necessary between the OGHA/HHS, the U.S. Agency for international Development, and other organizations
  - Presentation of a sound and practical technical approach for executing the requirements specified in the "Award Recipient Responsibilities" section of this announcement, with adequate explanation, substantiation and justification for methods for handling the projected needs of the cooperative agreement. Please address each requirement in order and separately
  - Proposed training and training effectiveness measurement methodology(ies), and timeline for implementing and completing the proposed training. Please include:
    - The expected number of participants
    - The expected number of training modules. Please indicate the number (if any) of the training modules that consist of ongoing, sequenced training and coaching over a period of time
  - Proposed supplementation of applicants' expertise and resources through partnerships with other organizations such as those mentioned in the in the "Award Recipient Responsibilities" section of this announcement. This information should clearly and concisely clarify the role and responsibilities of the partner

- Proposals that include performing survey(s) for collection of information should demonstrate familiarity with survey procedures, provide the source for respondents, provide collection details and provide realistic estimates of the response rates. Proposals suggesting surveys need to include the survey approval process in the timeline as required under the Paperwork Reduction Act's clearance process within the Office of Management and Budget. (For guidance please visit <http://www.whitehouse.gov/omb/>)
- Description of longer-term development of sustainable training programs

2. Proposed Methodology (25 points)

- Describe how the proposed training methods/activities will achieve an active learning training experience
- Describe how the implementation of the proposed evaluation methodology(ies) will result in quality, unbiased evaluation to demonstrate the actual impact of the training on achieving the objectives of the funding
- Describe how the proposed methodology has been used previously to evaluate similar programs, or program impact on similar populations
- Describe how the proposed methodology has been previously evaluated for the possibility of erroneous conclusions
- Include a timeline as for the various training evaluation levels in relation to a training session

3. Personnel Qualifications and Experience (25 points)

- Describe the proposed project manager's expertise in performing public health training using the proposed training and training evaluation methodologies, and understanding of the issues of the proposed methodologies, and explain how the project manager will ensure successful completion of this contract
- Identify the experience the organization and key personnel have had in the past five years doing similar projects. Address specific performance experience, including

quality and timeliness. Provide the name and phone number of a contact person(s) for each project listed, such as the project officer for government contracts or the field representative for private work. Provide sufficient information so that the evaluators may make contact with anyone that can verify this experience

- Identify key personnel specifically. Provide a staffing plan and resumes for all proposed key personnel, and documented evidence of availability, training, qualifications, expertise, relevant experience, education and competence and any other proposed personnel (including partner institutions, sub-contractors, and consultants), to perform the requirements of the work activities as evidenced by resumes, endorsements and explanations of previous efforts
- Submit a staffing plan for the conduct of the project, with lines of authority and responsibility clearly stated, and include the appropriateness of the time commitment of all staff
- Provide information for each partner organization named in the application. This information should be similar in content and specificity to the information provided for the applicant experience and staffing. The information should be related to the specific area of expertise of the partner
- Describe verifiable experience recruiting qualified public health instructors for projects of similar complexity and scope of activities.
- Describe adequacy and feasibility of plans to ensure successful coordination among multiple-partner collaboration

#### 4. Facilities and Resources (20 points)

Describe the existence of:

- Appropriate training facilities that are comfortable and convenient. The training facilities are expected to have electronic capabilities, such as laptops that might be required for the training. The training facilities should have the capacity to provide simultaneous trainings

- Quality interpretation (simultaneous and consecutive) and translation services, as required
- Lodging and food facilities conveniently located to the location and the schedule for the training

## **B. Review and Selection Process**

HHS/OGHA will review applications for completeness. An incomplete application or an application that is non-responsive to the eligibility criteria will not advance through the review process. HHS/OGHA will notify applicants if their applications did not meet submission requirements.

## **VI. Award Administration Information**

### **A. Award Notices**

The successful applicant will receive a Notice of Grant Award. The Notice of Grant Award shall be the only binding, authorizing document between the recipient and HHS. An authorized Grants Management Officer will sign the Notice of Grant Award, and mail it to the recipient fiscal officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review by mail.

### **B. Administrative and National Policy Requirements**

A successful applicant must comply with the administrative requirements set forth in 45 CFR Part 74 and Part 92 as appropriate. Section 506 of the Omnibus Appropriations Act, 2009, also requires that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, all grantees shall clearly state the percentage and dollar amount of the total costs of the program or project financed with Federal money, and the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources. P.L. 111-8, 123 Stat. at 802.

## C. Reporting Requirement

### 1. Training Module Delivery Evaluation

The award recipient is required to submit Training Module Delivery Evaluations, consistent with the scope of the proposed project and funding level that conforms to the project's stated goals and objectives. The evaluation should include both a process evaluation to track the implementation of project activities and an outcome evaluation to measure impact of the training programs. In addition to conducting its own evaluations, the award recipient must be prepared to participate in external evaluations supported by HHS and conducted by partner HHS agencies. At minimum, the evaluation should contain the following information to measure the effectiveness of the delivery of the training module:

- A short description of the training
- Measures of the reaction of the participants to the training
- Measures of the change in knowledge, skills or attitude
- Number of trainees
- Geographical distribution of the trainees according to the location where they serve
- Process and methods to measure the implementation and the impact(s) of the training in the underserved communities in LAC region

### 2. Quarterly Performance Reports

In addition to routine communications with HHS/OGHA, within 30 calendar days following the end of each quarter, the awardee will submit a written quarterly performance report no more than ten pages in length to HHS/OGHA. At a minimum, quarterly performance reports will include the following:

- Activities and objectives for the current budget period
- A concise summary of the most significant achievements and problems encountered during the reporting period

- A comparison of work progress with objectives established for the quarter using the award recipient's implementation schedule, and where such objectives were not met a statement of why they were not met, and a summary of corrective actions to be taken
- Specific action(s) that the award recipient would like HHS/OGHA to undertake to alleviate obstacles to progress
- Financial progress for the current budget period
- Budget
- Proposed activity objectives for the new budget period
- Other pertinent information that will permit overview and evaluation of project operations

### 3. Final Report

Within 60 calendar days following the end of the performance period a final report containing information and data of interest to HHS or other partners must be submitted to HHS/OGHA. The specifics as to the format and content of the final report and the summary will be sent to the award recipient. At minimum, the final report should contain the following:

- A summary of the major activities supported under the cooperative agreement and the major accomplishments resulting from the project implementation
- An analysis of the project, based on the challenges described in the background section of the RFA performed prior to or during the project period, including a description of the specific objectives stated in the cooperative agreement application and the accomplishments and failures resulting from activities during the cooperative agreement period
- Evaluation of the implementation and impact of the training modules according to the processes and methods described as part of the Training Module Delivery Evaluations

A Financial Status Report (FSR) SF 269 is due 90 calendar days after the close of each twelve month budget period

#### **D. Delivery of the Reports**

The awardee must provide an original, plus two hard copies, as well as an electronic copy of the preceding reports in English to: U.S. Department of Health and Human Services, Office of Global Health Affairs, Health Diplomacy Initiative, ATT: Dr. Carmen-Rosa Torres, Switzer Building, Room 2311, 330 C Street S.W., Washington, D.C. 20447, Telephone Number: (202) 260-1842, FAX number: (202) 260-0396, Email: [carmenrosa.torres@hhs.gov](mailto:carmenrosa.torres@hhs.gov).

#### **VII. Agency Contacts**

For program technical assistance, contact:

Carmen-Rosa Torres, PhD, Senior Program Coordinator/Health Diplomacy Initiative,  
Office of Global Health Affairs, Office of the Secretary, phone (202) 260-1842.

For financial, grants management, or budget assistance, contact:

OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100,  
Arlington, VA 22209, phone (240) 453-8822.

Dated: July\_\_\_\_, 2009

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James Kulikowski, J.D., MPH

Acting Director

Office of Global Health Affairs

Office of the Secretary

U.S. Department of Health and Human Services