



Office of
Population Affairs

Teen Pregnancy Prevention Tier 2 Adolescent Sexual Health Innovation Hubs

AH-TP2-23-002

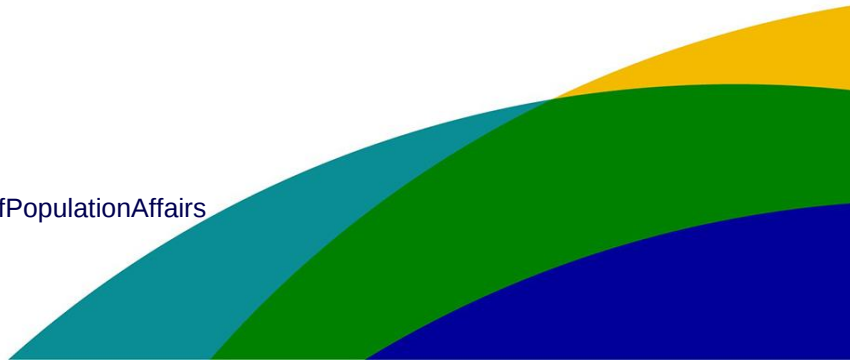
QUESTIONS & ANSWERS

Updated May 25, 2023

HHS Office of Population Affairs

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General

1. **The SF-LLL lobbying form is required, but my organization does not do any lobbying. How should I complete the form?**

Please enter none or N/A in the name fields in section 10 of the document.

1. **What is required to have an “active registration” in the System for Award Management (SAM)?**

To register your organization online in the System for Award Management (SAM), you will need a unique entity identifier (UEI). On April 4, 2022, the federal government completed its transition to the twelve-digit UEI (SAM) number as the required UEI for registration in SAM.gov. You will find instructions on the Grants.Gov web site as part of the organization registration process at <https://www.grants.gov/web/grants/applicants/organization-registration.html>. (p.37)

When an organization obtains their SAM registration, their record in SAM will show the following: (1) UEI number, (2) entry stating they have an active registration, and (3) a cage code. The organization must have an indicator, a green box within SAM, that indicates that the organization has an active registration in SAM. You should allow a minimum of five days to complete an initial SAM registration. Allow up to 10 business days after you submit your registration for it to be active in SAM. This timeframe may be longer if SAM flags the information you provide for manual validation. You will receive an email alerting you when your registration is active (p.38). Failure to have an active SAM registration prior to the application due date will not be grounds for receiving an exemption to the electronic submission requirement (p.39-40).

Please review pages 37-39 for more information about SAM. You may also visit the following website https://www.fsd.gov/gsafsd_sp, for more information or support with your SAM registration. The link above will take you to the website for the Federal Service Desk (FSD) which is a free technical support service desk for user assistance with various federal government sites, including the System for Award Management.

2. **When are applications due for Opportunity Number: AH-TP2-23-002?**

Applications are due on June 13, 2023 by 6:00 pm Eastern Time (ET) (p.39).

Your submission time will be determined by the date and time stamp provided by Grants.gov when you complete your submission. If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date (p.39).

3. **Can the same organization submit separate applications to this funding opportunity (AH-TP2-23-002) and the other NOFOs OPA has forecasted such as the Teen Pregnancy Prevention Tier 1 (AH-TP1-23-001) or the second Tier 2 NOFO (AH-TP2-23-001)?**

Yes, an organization can submit an application to more than one NOFO. Each NOFO is different, and organizations should check the eligibility and expectations of each individual NOFO to determine whether or not to apply. HHS/OASH/GAM will deem each application submitted by an entity eligible according to the eligibility information included in the specific NOFO.

Learn more about eligibility information on page 20.

4. Can an individual submit a grant application?

Grants are awarded to organizations rather than individuals. An application may be submitted by an individual authorized to act/sign for an organization and to assume the obligations imposed by the grant and any additional conditions of the grant. However, the award will not go directly to an individual but to the organization which the individual represents.

Learn more about eligibility information on page 20.

5. What is page limit for the application?

Your total application (i.e., the Project Narrative plus Appendices) must not exceed 100 pages (p.22). The following items do not count toward the Project Narrative page limit: all required forms, including SF-424, SF-424A, SF-LLL, Project Abstract Summary, and Budget Narrative (including budget tables) (Section D.2.a).

6. What is page limit for the project narrative?

Your Project Narrative must not exceed 50 pages (p.22). The following items do not count toward the Project Narrative page limit: all required forms, including SF-424, SF-424A, SF-LLL, Project Abstract Summary, and Budget Narrative (including budget tables) (Section D.2.a).

7. Do the appendices count toward the 50 pages allowed for the project narrative?

No, but the Appendices do count toward the page limit for your total application (p.22). Your total application (i.e., the Project Narrative plus Appendices) must not exceed 100 pages. The following items do not count toward the Project Narrative page limit: all required forms, including SF-424, SF-424A, SF-LLL, Project Abstract Summary, and Budget Narrative (including budget tables) (Section C.4).

8. Will OPA advise or consult with our organization about potential ideas for my proposal before submission of the application?

No. Since this is a competitive funding announcement, OPA cannot provide input regarding the content of individual grant applications and is therefore unable to answer questions specific to the content of an application. Applicants are encouraged to carefully review the NOFO and should put forward the best proposal the organization can create based on application and evaluation criteria published in the announcement.

For information related to *administrative and budgetary requirements*, contact the HHS/OASH grants management specialist listed below (p.58):

Duane Barlow
Phone: 240-453-8822
Email: Duane.Barlow@hhs.gov

For information on *program requirements*, please contact the program office representative listed below (p.59):

Elizabeth Laferriere
Phone: 240-276-8193
Email: Elizabeth.Laferriere@hhs.gov

9. Can the Authorized Official and PD/PI contact be the same person?

Yes, the Authorized Official and Project Director/Principal Investigator (PD/PI) may be the same person. The NOFO does not indicate otherwise. You must register an authorizing official for your organization (p.40). OASH does not determine your organization's authorizing official; your organization makes that designation. For information on registering for Grants.gov, refer to <https://grants.gov> or contact the Grants.gov Contact Center 24 hours a day, 7 days a week (excluding Federal holidays) at 1-800-518-4726 or support@grants.gov.

10. Are applicants expected to provide signed Memoranda of Understanding (MOU) in the application?

If available at the time of submission, signed MOUs or signed LOCs may be submitted for each partner such as subject matter experts (SMEs) or one signed MOU with all partners (p.36). MOUs and LOCs should include specific roles, responsibilities, resources, and contributions of partner(s) to the project. Do not submit any MOUs for Innovation Development Teams (IDTs). You should not have identified any IDTs in advance.

Signed LOCs must detail the specific role and resources that will be provided, or activities that will be undertaken, in support of the applicant (p.36). The organization's expertise, experience, and access to the targeted population(s) should also be described in the LOC. *Fully-executed MOUs may be required within the first 30 days following the start of the project of any award made under this announcement.*

11. Who can apply for this funding opportunity?

Any public or private (profit or nonprofit) entity located in a State (which includes one of the 50 United States, District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands) is eligible to apply for an award under this announcement. See page 20 of the NOFO for a list of examples of eligible entities.

Programmatic

1. Who owns the copyright of the innovations and/or interventions being developed under a TPP grant award?

Recipients should consult legal counsel on the copyright ownership of their work. To the extent that legal consultation on this issue results in an additional expense, it is possible that recipients can use their grant funds for legal services related to their project. Decisions about allowability of costs are made by the Office of the Assistant Secretary for Health (OASH) Grants Management Officer (GMO) based upon factors set out in grants administration regulations at 45 CFR § 75.459 (“Professional service costs”) and 45 CFR § 75.435 (“Defense and prosecution of criminal and civil proceedings, claims, appeals, and patent infringements”). Recipients should review 45 CFR § 75.459 and 45 CFR § 75.435 and discuss with the GMO for final determination.

Recipients own the copyright for materials that they develop under a TPP cooperative agreement award. Under 45 C.F.R. § 75.322(b), OPA reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for Federal purposes, and to authorize others to do so. Recipients of TPP Tier 2 funding are encouraged to familiarize themselves with the U.S. Copyright Office circulars and factsheets which provide basic information to interested parties (<http://www.copyright.gov/circs/>).

Tier 2 recipients working on *adaptations* to evidence-based programs should consult legal counsel regarding the copyright status of work developed under the TPP Tier 2 cooperative agreement, and how rights to publish or disseminate work may be affected by the incorporation of or derivation from pre-existing work (recipient’s own or a third party’s).

2. What rights does the federal government retain over the ownership and use of materials developed, and data produced, under the TPP cooperative agreement?

You own the copyright for materials that you develop under a TPP cooperative agreement award, and pursuant to 45 C.F.R. § 75.322(b), OPA reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for Federal purposes, and to authorize others to do so. In addition, pursuant to 45 C.F.R. § 75.322(d), the Federal government has the right to obtain, reproduce, publish, or otherwise use data produced under this award and has the right to authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

OPA does not plan to be a purveyor of TPP Tier 2 recipient products, nor does it intend to sell or directly market any program developed by a TPP Tier 2 recipient.

3. When can recipients start selling their innovations?

There are no restrictions in place for when recipients can begin selling their innovations, either before or after the grant period end date. According to the HHS Grants Policy Statement, page II-71, recipients should notify OPA in advance of issuing a press release concerning the outcomes of HHS grant-supported activities (<https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>).

4. Will OPA receive a portion of any funds that we receive from selling our innovation?

No.

5. Please confirm the ages of youth eligible for TPP.

For the purposes of this NOFO, OPA is defining adolescents and youth to be individuals between the ages of 10-24.

6. Can we provide birth control as part of our grant?

You are not allowed to provide birth control with TPP grant funds.

7. Is the awardee the Innovation Hub? In other words, can we only apply now as Innovation Hubs, or could we apply now to serve as Innovation Development Teams (IDT)?

This NOFO will award cooperative agreements for Innovation Hubs *only*. Applicants apply as either an Incubator, Accelerator, or Hybrid (p.14, p.25-27).

Awarded recipients, also known as Innovation Hubs, will *later* recruit multiple cohorts of Innovation Development Teams (IDTs) to generate innovations (through Incubators) or test, refine, and package them (through Accelerators), or all of the above (through Hybrids) (p.15-16). Applicants who are applying as Innovation Hubs should not pre-select any IDTs to participate in their project. Instead, recipients may begin recruiting and selecting IDTs after they are approved to advance out of the Planning Period (p.11)

8. What does the Hybrid approach look like?

OPA leaves open the possibility that some applicants might have the vision, capacity, and a compelling argument for why they should maintain a Hybrid Innovation Hub. We rely on those candidates to define the Hybrid approach as outlined in Application Content, Section 3.a. 4 – Manage Project. Per the NOFO, “If you are proposing a Hybrid, describe in detail how you are positioned to facilitate such a complex approach, why it makes more sense for you to combine the incubator and accelerator models, how you will ensure you will successfully encourage movement of teams between phases, and how you will balance resources accordingly (p.28).” In general, the Hybrid model will support multiple cohorts of IDTs as a combined version of the Incubator and Accelerator models and phases. The

Hybrid should still be open to accepting new IDTs to join at the Accelerator phases (i.e., should allow external IDTs to enter their process) (p.14).

OPA anticipates funding approximately one recipient as a Hybrid Innovation Hub (p.2).

9. How does OPA define Innovation?

Please refer to our glossary in Section I.10 (p.78-79). Innovation refers to “the ability to generate and execute new ideas—incremental, evolutionary, or revolutionary—and it starts with creativity. Creativity is the ability to look past the obvious—to transcend traditional ways of seeing the world to create something new” (IDEO, 2022). For the TPP Program, innovation reflects a broad spectrum of new or adapted products, programming, strategies, approaches, interventions, policies, and practices that aim to prevent unintended teen pregnancy, prevent STIs among adolescents, and promote positive youth development. On the TPP Continuum (see Section I.5), OPA further differentiates innovations by their pathway to future scaled delivery. Both types are equally valuable, and OPA is hoping to cultivate a diverse array of innovation projects:

- (1) **Innovations Intended for the Evidence Base:** Many innovators cultivate innovations with the goal of eventually conducting impact evaluations to demonstrate effectiveness in reducing unintended teen pregnancy, STIs, or associated risk factors. These innovations are positioned to eventually become “evidence-based TPP programs”, defined as “those programs that have been proven effective through rigorous evaluation to reduce teenage pregnancy, behavioral risk factors underlying teenage pregnancy, or other associated risk factors (Tier 1 NOFO).” For more information about OPA’s approach to evidence-based programs, refer to: (1) [TPP Tier 1 NOFO](#), (2) [TPP Tier 2 Rigorous Impact Evaluation NOFO](#), and (3) the [TPP Evidence Review website](#) for current rigorous study quality standards.
- (2) **Innovative Practices:** Other innovators cultivate innovative *practices* that youth-serving organizations (e.g., TPP Tier 1 recipients) may employ and scale as part of their holistic approach to improve sexual and reproductive health outcomes, promote positive youth development, and advance health equity for adolescents, their families, and communities.

10. This NOFO expects a deep understanding of other OPA-funded reproductive health projects, including prior TPP innovators. Where on the OPA website are the prior innovation projects?

Review Section I.9 for a short historical overview of innovation development projects (p.73-74). However, the OPA website also provides a thorough overview of past and current TPP grant cohorts. To start, here is a list of links to the major Tier 2 projects (chronological order):

- [Innovation and Impact Networks \(TPP20 Tier 2\)](#)
 - Under “TPP Grantee Type”, select “TPP Innovation and Impact Networks”

- [Phase 2 Rigorous Evaluation of Promising TPP Interventions \(TPP20 Tier 2 Phase 2\)](#)
 - Under “TPP Grantee Type”, select “Phase II Rigorous Evaluation of Promising TPP Interventions”
- [Phase I Testing New and Innovative TPP Strategies \(TPP18 Tier 2\)](#)
- [Supporting Early Innovation to Prevent Teen Pregnancy \(TPP15 2a\)](#)
- [Rigorously Evaluating New TPP Approaches \(TPP15 Tier 2b\)](#)
 - Note: read [here](#) for seven innovative new EBPs that emerged from this cohort
- [TPP Tier 2 Research and Demonstration \(TPP10 Tier 2\)](#)
- [Personal Responsibility Education Program Innovative Strategies \(PREIS\) funding \(2010, 2015, 2009\)](#)

11. What is the Innovation Capacity Assessment Tool mentioned in the NOFO (p. 16 and 19)?

The Innovation Capacity Assessment Tool is a tool that Hubs are expected to adopt, adapt or create in order to measure progress in cultivating IDT innovation capacity and inform course corrections (p.11, 16). The purpose of the tool is to meet one of the short-term outcomes for this program - to increase the innovation capacity among youth-serving professionals and young people through involvement in these projects (see logic model for Adolescent Sexual Health Innovation Hubs in Section I.5, p.68).

The NOFO does not prescribe any single one tool for use and leaves it open for Innovation Hubs to identify or create their own tool for measuring innovation capacity changes over time (p.16). Applicants will **not** need to submit their tool as part of their application, as recipients will finalize this during the Planning Period (p.11).

12. Is there a minimum number of projects that need to be in the incubator that constitutes the “multiple cohorts”?

There is no stated minimum in the NOFO. However, the NOFO recommends Innovation Hubs host at least four cohorts with multiple teams (recommended between 5-10 IDTs) within each cohort and 3-5 persons per IDT (p.13-14). Hubs shall define their team approach in their application and planning period but be flexible and make any necessary shifts throughout the project period based on findings from their monitoring and improvement process (p.13).

As covered under Application Content, applicants should cover their IDT approach, IDT recruitment and retention practices, and timelines as part of their Innovation Strategy (p.26). Applicants should also clearly address how they will embed equity practices into all stages of the Hub pipeline and processes, such as in their IDT approach (p.25).

Federal staff and an independent review panel will assess all eligible applications on the extent to which the applicant:

- Proposes multiple concrete strategies likely to advance and embed equity in the project at all stages through staffing, pipeline development, team recruitment, team participation, capacity-building, testing, and so forth (p.44);
- Details effective, equitable, and innovative processes for recruiting and retaining diverse IDTs that are likely to deeply understand and be committed to exploring solutions for their chosen communities – with those communities (p.45); and
- Provides a clear and promising plan for how to assist IDTs in generating appropriate measures for their innovation, as well as collecting, analyzing, and packaging data relevant to the stage of their project (p.45).

Please be sure to review Section E.1 - Criteria. There you will find the criteria that will be used by federal staff and an independent review panel to assess all eligible applications (p.43-46).

13. Can Innovation Hubs fund Innovation Development Teams (IDTs) working on a previously created innovation, or must all innovations be entirely new content?

This NOFO takes a *phased* approach (pp.6-7) to TPP innovation development. Innovation Hubs should recruit Innovation Development Teams (IDTs) at the appropriate innovation development phase based on their Hub Type: Incubator, Accelerator, or Hybrid. As stated on page 2 (*emphasis added*):

- Incubators support multiple cohorts of IDTs in discovery, exploring gaps and user needs, and ***building ideas through to prototype*** using participatory methods. There is nothing in the NOFO that says the IDT cannot have any preexisting content, but the IDT is not to have a pre-formed innovation prototype.
- Accelerators support multiple cohorts of IDTs ***with existing prototypes*** that demonstrate feasibility, appropriateness, and desirability, to rigorously test, refine, and prepare for future impact evaluation, dissemination, and/or the next stage appropriate to the specific innovation or innovative practice. ***External IDTs (i.e., IDTs that did not participate in OPA-funded Incubators) may also be selected by Accelerators.***
- Hybrid projects support multiple cohorts of IDTs as a combined version of the Incubator and Accelerator models. Applicants who apply as Hybrids must make the case for why this model is likely to be more effective and efficient, **but no less phased, dynamic, and equity-focused.**

14. How are IDTs selected?

The IDT selection process and criteria represent a major part of the applicant's Innovation Strategy – i.e., *you* tell us how you will select IDTs. Please revisit the NOFO expectations with respect to IDT recruitment (p.13), as well as relevant sections in application content (pp.25-27) and scoring criteria ("Innovation Approach: Teams", p.45).

15. Was there an application for organizations to become IDTs that have already created content but do not have preliminary findings and would like support with early testing and evaluation?

No. This NOFO is funding the Innovation Hubs, themselves. The ability to apply and/or participate as an IDT will be dependent on the timeline for Innovation Hubs to be ready to recruit for their pipelines which will not occur until after they complete their Planning Period. After the Planning Period, Hubs will begin their process to recruit and support IDTs (pp.13-14).

16. On page 11, the NOFO states that many innovations already exist but require more testing and preparation for evaluation. Can IDTs that created content without OPA support be considered for inclusion as an IDT?

Yes. In Figure II, OPA provides a visual with different IDT sources appropriate for Innovation Hub types (p.67). There are many different sources for IDTs. We expect Hubs to be open to new IDTs as well as IDTs applying from other Hubs or past OPA innovation grants. We do not require Accelerators accept IDTs emerging from Incubator sprints into their Accelerator cohort, or vice versa. See NOFO pages 13-14.

17. What staff background and/or technical expertise would make an applicant organization most competitive — i.e., the need for or balance of facilitators, trainers, digital tech experts, or technical assistance folks?

As this is a competitive funding announcement, OPA cannot provide input regarding the content of individual grant applications. Applicants are encouraged to carefully review the NOFO and put forward the best proposal the organization can create based on application and evaluation criteria published in the announcement.

18. When IDTs complete their stint with an Incubator, do they have to apply to be a part of an Accelerator or do they automatically transition into an Accelerator's pipeline program?

All Innovation Hubs determine their own processes and standards for recruiting IDTs, and we do not require Accelerators to accept IDTs emerging from Incubator sprints into their Accelerator cohort, or vice versa (p.14).

19. If an IDT joins an Innovation Hub Accelerator and their innovation is showing promising evidence, is there any intention to keep them as part of the Innovation Hub for subsequent years to keep testing?

OPA does not prescribe the exact activities, phases, or even cohort duration for Accelerators. Accelerators should support multiple cohorts of IDTs with *existing* prototypes that demonstrate some promise as they rigorously evaluate, refine, and prepare innovations for future evaluation, dissemination, and/or the next stage as appropriate (p.14). Accelerators define their own phases and specific activities, but evaluation related activities

should be summative oriented (p. 14). Under this NOFO, Accelerators are not prohibited from including multiple evaluation milestones as part of their pipeline. See Section I.4 (p.63) for appropriate evaluation approaches for Hub types.

20. Is there a set way that OPA will direct Hubs to evaluate the admission of IDTs into Hubs?

No. Hubs should identify a competitive IDT strategy that employs a diverse and equity-focused group of individuals with a variety of thought, innovation expertise, and personal experience. This strategy should be included in Innovation Strategy which includes theoretical grounding and methods, cohort timelines, process visual, definition of success, overview of IDT approach, and IDT recruitment process. OPA approval must be obtained prior to implementation (pp.11-14).

21. Are Innovation Hubs a new funding focus for OPA?

Between 2015 and 2023, OPA funded 15 TPP Tier 2 innovation intermediaries to generate innovation development and testing, although not in the specific phased structure of Incubators and Accelerators. Please see previous Innovation OPA grantees [here](#).

22. How does OPA recommend that applicants determine what intermediary type to apply for?

As this is a competitive funding announcement, OPA cannot provide input regarding the content of individual grant applications. Applicants are encouraged to carefully review the NOFO and put forward the best proposal the organization can create based on application and evaluation criteria published in the announcement.

23. How many teams are Hubs expected to support during the grant period?

This NOFO states no explicit requirement on the size and number of teams for Innovation Hubs to support throughout the grant period, saying only that Hubs will support “multiple cohorts of IDTs” (p. 14). The NOFO shares recommendations (p.13) and asks for applicants to propose and justify their own strategy for recruiting and supporting multiple cohorts of IDTs.

Applicants are encouraged to carefully review expectations, application content, and scoring criteria related to the Innovation which lays the foundations for the project approach (p.13). The Innovation Strategy should cover: theoretical grounding and methods, cohort timelines, process visual, definition of success, overview of IDT approach, and IDT recruitment processes. To ensure diverse participation, the strategy should include IDT selection criteria, recruitment and selection procedures, initial definition proposed for promising innovation(s), IDT capacity-building and evaluation support activities, and IDT awarding and agreement procedures (p. 13).

As part of the innovation strategy (p.13-14), applicants/recipients should have a defined team recruitment approach but be flexible throughout the period of performance based on monitoring and improvement findings. Hubs should consider recruitment of individuals representing historically underserved populations and individuals with relevant lived experience, including young people, to work on challenges or explore ideas relevant to their communities. We expect Hubs to recruit nationally, and not limit themselves by geographic location. Hubs will foster opportunities for IDTs to move back and forth between Hub types over the course of the performance period depending on IDT needs, the promise of their innovations/prototypes, and Hubs' IDT selection criteria. Hubs should not pre-select IDTs prior to award and their planning period. Hubs should employ creative methods to foster a more accessible, dynamic, and equitable selection process (p.13-14).

24. What is the anticipated number of awards under the Hybrid category?

This NOFO *anticipates* funding approximately 1 Hybrid Innovation Hub recipient (p.8). However, the NOFO does not explicitly state how many or even *if any* Hybrid projects will receive funding. In fact, the application content and scoring criteria clearly state that the applicant is responsible for making the case for a Hybrid approach. On p.44-45, the scoring criteria says the applicant will be assessed to the extent to which it “Makes a compelling, reasoned, and detailed case for why the Hybrid model structure is a better fit to advance innovation development and evaluation goals in the field, compared to either an Incubator or Accelerator approach alone, and that there is sufficient capacity and budget to execute it. Makes a compelling case for why this approach would yield better impacts.”

25. Is the Innovation Strategy document noted in page 13 an appendix or is it something that needs to be created post-award, informed by how you outline the innovation strategy in the proposal?

According to the Expectations (p.13), the Innovation Strategy “...should incorporate all necessary elements specific to the Incubator/Accelerator/Hybrid model. The Innovation Strategy should cover: theoretical grounding and methods, cohort timelines, process visual, definition of success, overview of IDT approach, and IDT recruitment processes. To ensure diverse participation, the strategy should include IDT selection criteria, recruitment and selection procedures, initial definition proposed for *promising* innovation(s), IDT capacity-building and evaluation support activities, and IDT awarding and agreement procedures.” These items should be addressed in the *Project Narrative* (see p.25-27 of which identifies information to be included in the application content) and not as an appendix.

During the Planning Period, recipients will revise and obtain approval on the Innovation Strategy and its components (p.11).

26. Do the Incubators need to define what constitutes promising innovations?

Yes, Incubators define “promising” as part of their Innovation Strategy (p.15) and applicants should include this as part of their project narrative. Note the scoring criteria (p.44) outlines that applicants will be scored to the extent to which their proposal describes an appropriate

and well-defined pipeline which includes appropriate phase milestones and cohort end goals (p.44). OPA will review, propose revisions, and/or approve this designation for all Hubs during the planning period (p.11).

27. For an Incubator IDT, assuming its innovation shows promise, is the end result something more than a refined prototype? Should it be close to finalized?

While Hubs should define their own pipeline, including milestones and end goals (p.15, Hubs' overall approach and process should align with the goal of moving innovations along clear and stage appropriate evaluation milestones (p.63). Consider that the stated goal for Incubators IDTs is that by the end of their time with the Incubator, IDTs with promising prototypes should be prepared to transition to an Accelerator program (p.2). Accelerators are primarily supporting the early summative evaluation activity of their IDTs (p.63). While Incubator IDT prototypes are explicitly not supposed to be final, the IDT's final product after completing its time with the Incubator should set it up for success in applying to participate in Accelerator-type activities.

28. Besides creating an evaluation for the IDTs, do recipients need to develop a Hub-level evaluation?

It is critical that the recipient engage in continuous and intentional learning and sharing about the Hub approach overall. See Expectation E: Learn, curate, and propagate findings (p.16). The Hub should maintain and continually execute a Hub-level Learning Agenda designed to ask and answer thoughtful questions about the Hub's unique approach to fostering TPP innovation (e.g., process oriented). The Learning Agenda should include specific: learning questions, learning activities, and anticipated learning products. Learning products might include: media, infographics, videos, webinars, podcasts, learning collaboratives, articles, demo days, etc. geared toward sharing learnings. The Learning Agenda represents both a concrete product and a process/implementation evaluation process, enabling the Hub to continually learn and improve in intentional ways.

See page 63 for appropriate evaluation activities with IDTs.

Budget

1. Would you please confirm the budget year that this Continuation Application would follow?

The annual award budget period will be a total of 12 months (p.19). This means, the budget year will run from September 1 to August 31.

2. How will the quarters run for each budget year?

According to the NOFO (p.57), you will be required to submit quarterly Federal Financial Reports (FFR) (SF-425). *Your specific reporting schedule will be issued as a condition of award.*

3. What OPA events, conferences, roundtables, should be budgeted for with the Innovation Hub for the first and subsequent years?

According to page 11 of the NOFO, one of the planning period milestones noted is participation in a convening “with the Hub Community (e.g., participate in orientation) to share and workshop a Hub Community coordination structure, project-specific metrics, prototype measures of promise, deliverables, timelines, and optimal structures to facilitate dynamic movement between cohorts (e.g., collaborating on recruitment strategies to allow some Incubator IDTs to be selected for Accelerators, as appropriate, and vice versa).” Therefore, for the first year, the applicant should budget for at least two staff to participate in an in-person orientation in the Washington, DC area in the fall. OPA will share updates on other events as soon as this information is available.

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7. Is Budget and Budget Narrative required for each year or just Year 1?

Applicants should submit a budget justification which includes explanatory text and line-item detail, for the **entire first year** of the proposed project. The budget narrative should

describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs. For subsequent budget years in an anticipated multi-year project, provide a summary narrative and line-item budget for each year beyond the first. For categories or items that differ significantly from the first budget year, provide a detailed justification explaining these changes (p.29).

Funding for all approved budget periods beyond the first is generally level with the initial award amount and is contingent upon the availability of funds, satisfactory progress of the project, adequate stewardship of Federal funds, and the best interests of the Government (p.18).

8. Does the 100-page limit include budget and budget narrative?

Your total application (i.e., the Project Narrative plus Appendices) must not exceed 100 pages. The following items do not count toward the Project Narrative page limit: all required forms, including SF-424, SF-424A, SF-LLL, Project Abstract Summary, and Budget Narrative (including budget tables) (Section D.2.a) (p.22)

9. To engage young people, would it be appropriate to compensate them for their time in providing feedback on and input? Will compensation and/or incentives be approved budget items?

Yes, youth can be provided incentives for project participation. The project participation cost and or activities must be in support of the goals and objectives of the NOFO. Please see 45 CFR §75.456 - Participant support costs: <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpart-E/subject-group-ECFR5d90ba314caea08/section-75.456>

If including incentives as part of your budget request, you must include a plan for oversight of federal award funds (p.35, 61). The plan must describe for any program incentives proposed, the specific internal controls that will be used to ensure only qualified participants will receive them and how they will be tracked (p.35).

10. Do you require cost sharing?

You are *not* required to provide cost sharing or matching in your proposed budget (p.20).

