

FY2019 Title X Family Planning Services Funding Opportunity Announcement (FOA)

Technical Assistance Webinar

**December 4, 2018**

**4:00pm ET**

Coordinator: Welcome and thank you for standing by. All participants are in listen-only mode until the question and answer session of today's conference. At that time, please press star 1 to ask a question over the phone.

Today's conference is being recorded. If you have any objections, you may disconnect at this time. And now I will turn the meeting over to Diane Foley. Thank you. You may begin.

Diane Foley: Thank you. Good afternoon. I am Diane Foley, the Deputy Assistant Secretary for Population Affairs. I want to welcome you to the fiscal year 2019 technical assistance conference call for the Title X0 Family Planning Competitive Service Grants.

During the call today, we want to provide an overview of the funding announcement. The main purpose is to really familiarize potential applicants with the Title X Program, the application, and the funding process.

As part of this, we will not be answering questions about specific applications nor will we entertain any questions from the media during this webinar. We have a limited time to address questions during this afternoon's webinar. For those of you joining us on the computer, please enter your questions using the

Q&A function on your screen. The Operator too will facilitate getting your questions answered if you want to ask them over the phone when we get to our question and answer portion a little bit later in this presentation.

I also want to introduce to you those who are going to be joining me on the webinar this afternoon. We have Susan Moskosky, who is the Deputy Director here in the Office of Population Affairs. David Johnson is the Operations and Administrative Officer for our office here at the Office of Population Affairs.

And we also have Roscoe Brunson who is in the Office of Grants Management. He will be speaking about mainly the administrative and the budgetary requirements for the funding announcement and what you need to know from grants management.

Again, I want to reiterate that this call will be recorded and we will be placing this webinar material on our website within the next week or so. Initially, it will be the slides that will be there and then eventually it will actually be the recording of the entire proceedings here.

I want to remind you that applications are due on January the 14th by 6:00 pm Eastern Time. Again, this will be discussed a little bit later, but these will all need to be submitted electronically. And later on in this call, we will go over that process with you. But again, the deadline is January 14th of 2019.

I want to discuss with you a bit about policy issues that hopefully will assist you as you are completing your application for this grant. It would be helpful I think for you to have a copy of the funding announcement available to you to refer to during our call, We will be using some page numbers to help you refer to those. And you can use that as you are making notations to help with this application process. You can locate the document by searching the CFDA

number 93.217. You also can access the announcement directly on our website, the OPA website.

Just to familiarize you if you are not familiar with the Department of Health and Human Services organizational structure, the Title X Family Planning Program is located in the US Department of Health and Human Services. Our Secretary of Health and Human Services is Alex Azar.

Within Health and Human Services, is the Office of the Assistant Secretary for Health -- also referred to as OASH -- oversees a number of public health offices. Admiral Brett Giroir is the Assistant Secretary for Health. Our office, the Office of Population Affairs, is found within OASH, and we are the ones who are responsible for administering the Title X program.

In addition to the Office of Population Affairs, OASH also oversees other offices that are noted here on this slide. These offices really are the cornerstones for delivery of public health services to our nation. You can see the wide variety that is represented underneath OASH.

The Office of Population Affairs and the Office of Grants Management work together to implement the Title X Family Planning Services Program. OPA is responsible for the programmatic and policy issues along with oversight of our projects with national scope such as our training centers that we will be discussing a little bit later. We also provide policy guidance to help effectively manage this program.

Roscoe is now going to provide a quick overview of the Office of Grants Management.

Roscoe Brunson: Thank you, Diane and good afternoon everyone. The Office of Grants Management maintains responsibility for the administrative, business, and budgetary elements of Title X Family Service Planning Grants.

We implement the grant policy, including the grant policy statement, federal rules that are applicable to all grants. We also provide direct management and oversight throughout the life of the grant.

Diane Foley: Thank you, Roscoe. Now, the Title X Services Grant, we get the authorization to do this grant through the Public Health Service Act, a major provision within the law. And if you look at it, that has five parts to it -- 1001 is the authorizing legislation that allows us to provide services under Title X. And these services must be provided by public and nonprofit entities that receive funds.

Section 1003 authorizes us to provide training for the personnel who work within our Title X Program. So, our national training centers are funded under this section and we have two -- Family Planning National Training Center as well as the Clinical Training Center for Family Planning. You will also hear more about those as we move along.

Section 1004 is the authorization that allows us to provide grants to entities that will conduct research about family planning topics. Section 1005 authorizes us to develop and provide for the public information and educational activities. Those activities right now include our website, other publications as well as the clinic directory that we have.

And then section 1008 is part of the statute or law that is the prohibition of abortion. None of the funds appropriated under Title X can be used in programs where abortion is a method of family planning.

The mission of Title X is to assist individuals and couples in planning and spacing births, contributing to positive birth outcomes and improved health for women and infants. We like to describe what we do as a program and what we try to do is to help either prevent pregnancy or help to achieve pregnancy.

Susan Moskosky: This is Sue Moskosky. I'm going to talk a little bit further about the Title X Program specifically. The purpose of the Title X Program is to ensure that family planning services are available to individuals who want and need them. And by law, priority is given to individuals from low-income families.

Title X Programs provide a variety of different educational, medical, and social services that assist individuals in planning their families. Services include preventive health care like cervical cancer screening, clinical breast exams, HIV and STD prevention counseling and testing, and other services closely related to family planning or closely related to preventing or achieving pregnancy.

The Title X Services Program has many different requirements that are specific and outlined in the Title X regulations. These include a broad range of acceptable and effective family planning methods. We will talk about each of these a little bit later on in the presentation in terms of what we expect and what these mean.

Education and counseling related to family planning, physical exam, and related preventive health services, pregnancy diagnosis and counseling, services for adolescents, clinical procedures that are indicated for providing contraceptive methods safely. Also laboratory tests that are indicated for providing methods of birth control safely, basic infertility services, and STD and HIV prevention education, counseling, and testing either onsite or by

referral although we would much prefer that all these services are provided onsite.

Other key points to note are that Title X services must be voluntary, they must be confidential, and must also be provided under the direction of a physician who has training or experience in family planning. This means that the medical director at the project level or at the grantee level does have to be a physician. It doesn't mean that that physician necessarily has to be an OB/GYN physician. Also, physicians that are primary care trained or pediatricians all have been trained and have experience in family planning.

Also, Title X services must be available to any person who requests them regardless of their ability to pay. And that means for both males and females. And as mentioned previously, priority for services is to individuals from low-income families.

Title X services grant requirements also include that clients whose documented income is at or below 100% of the federal poverty level -- which is established annually -- must not be charged, although projects do have to bill third parties that are authorized or legally obligated to pay for services. And this would including billing third parties like Medicaid or private insurance.

For individuals who have family incomes between 101 and 250% of the federal poverty level, they must be charged based on a fee schedule, which is developed to provide for low or reduced fees for those individuals that have lower incomes. And for persons whose family incomes exceed 250% of the federal poverty level, charges must be made in accordance with a schedule of fees that are designed to recover the reasonable cost of providing services.

The current Title X network includes 96 service grantees providing Title X family planning services in every state and in the US territories and six Pacific jurisdictions and the District of Columbia. So, this includes at least one grantee in every state and territory or jurisdiction. Some of states have up to five or six grantees. In some states, we have one grantee that covers an entire state. And these grantees include states, territorial, tribal, county or local health agencies, universities, faith based and community nonprofit agencies.

We gather data every year in what is called the Family Planning Annual Report. In 2017, Title X sites provided family planning and related preventive health services to more than 4 million patients. And we hope to increase the number of people who have access to services within this current funding announcement.

So, core family planning services are actually listed on Page 9 of the funding announcement. And the funding announcement defines the core set of family planning services that are expected to be provided by each project and references the [Providing Quality Family Services Recommendations](#) that were jointly produced by CDC and OPA and published in 2014 and have been updated regularly through MMWRs in 2015 and 2017. And these should be used as a guideline for the delivery of services.

Core family planning services, as identified in the funding announcement, should be addressed in your application including 1) discussion with the client about their reproductive life plan, and 2) a broad range of acceptable and effective family planning methods and services for delaying or preventing pregnancy. The FOA clarifies that the broad range should include hormonal contraception offered by each project, although not necessarily by every subrecipient within each project.

Guidance is also provided within the FOA for applicants that are planning to provide only limited family planning services and must have either subrecipients who offer additional family planning services so that the project as a whole provides the broad range of family planning services, or they can act as a subrecipient as part of another applicant's project.

Also, the broad range of family planning services does not include abortion as a method of family planning. And core family planning services do need to include pregnancy testing and counseling. Core planning family services also include basic services that are centered around preconception and services for achieving pregnancy such as basic infertility services, STD prevention, education, and screening -- including testing and treatment where appropriate -- and then HIV testing and referral treatment when appropriate. Also, screening for substance use disorders and referral where appropriate should be provided within core family planning services.

If you look at Page 10 of the funding announcement, program priorities are defined. And these are defined as including all of the legal requirements covered within the Title X statute, the regulations, and the legislative mandates. And I am going to go through each of those though not all of the regulations and the entire statute.

So the legislative mandates are in the FOA on Page 13. And they've been part of the Title X appropriations language for many years now. And this funding opportunity announcement carries forward these legislative mandates. And we would expect that you would include administrative, clinical, counseling, and referral services as well as train the staff necessary to ensure adherence to these requirements.



So, the first one is stated as “none of the funds appropriated in this act may be made available to any entity under Title X of the Public Health Service Act unless the applicant for the award certifies to the Secretary of Health and Human Services that it encourages family participation in the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.”

And that “notwithstanding any other provision of law, no provider of services under Title X of the Public Health Service Act shall be exempt from any state law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest.”

And OPA expects that every project will comply with applicable state laws in the proposed service area and will have project wide monitoring and reporting policies in place related to all of these -- child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking.

These policies need to include details related to annual staff training on policy and protocols. So if we come to monitor you, we want to know not just that you have policies in place, but whether your staff have been trained and know where these policies are and how they're to be implemented.

And also as a grantee, your responsibility would be to make sure that these policies are implemented and monitored and that there's clear understanding of your staff on the reporting process and maintenance of documentation. In addition, as specified in the FOA, any teen who presents with an STD, a pregnancy, or a suspicion of abuse will be subject to preliminary screening to rule out victimization of a minor. And such screening is required for any

individual who is under the age of consent in the state of the proposed service area.

So copies of the Title X statute, regulations, and legislative mandates are all available to be downloaded from the OPA website. And all activities that are funded to grantees under this announcement have to be in compliance with the Title X statute as well as program regulations, legislative mandates, and other requirements.

Key issues are found on Pages 14 through 16 of the funding announcement and the funding announcement identifies ten key issues. As you are applying for these grants, you should address each key issue within your application, including identifying specific strategies for addressing each of the key issues.

So, the first key issue is assuring innovative, quality family planning and related preventive health services that lead to improved reproductive health outcomes and overall optimal health, which is defined as a state of complete physical, mental, and social well-being and not merely the absence of disease. The guidance regarding the delivery of quality family planning services is spelled out in the “Providing Quality Family Planning Services” document that I mentioned previously, which is also available on the OPA website.

The next key issue is providing the tools necessary for the inclusion of substance abuse disorder screening into family planning services offered by Title X applicants.

The third one is following a model that promotes optimal health outcomes for the client, including physical, mental, and social health by emphasizing comprehensive primary health care services along with family planning services preferably in the same location or through nearby referral providers.

The next key issue is providing resources that prioritize optimal health outcomes for individuals and couples with the goal of healthy relationships and stable marriages as they make decisions about preventing or achieving pregnancy.

The fifth key issue is providing counseling for adolescents that encourages sexual risk avoidance by delaying the onset of sexual activity as the healthiest choice and developing tools to communicate the public health benefit and protective factors for the sexual health of adolescents found by delaying the onset of sexual activity, thereby reducing the overall number of lifetime sexual partners.

The next key issue -- or number six -- is communicating the growing body of information for a variety of fertility awareness based methods of family planning and providing tools for applicants to use in patient education about these methods.

The seventh one is fostering interaction with community and faith-based organizations to develop a network for client referrals when needs outside the scope of family planning are identified.

The eighth key issue is accurately collecting and reporting data such as through the Family Planning Annual report.

The ninth one is promoting the use of a standardized instrument such as the OPA Program Review Tool to regularly perform quality assurance and quality improvement activities with clearly defined administrative, clinical, and financial accountability for applicants and subrecipients.

And then the final one is increasing attention to CDC's screening recommendations for chlamydia and other STDs as well as HIV testing that have long-term impact on fertility and pregnancies.

So hopefully that communicates to you what we're expecting to see in terms of the narrative in your application and we hope that you'll address each of these individually and in a clear fashion so that when people are reviewing your application, they don't have to look for things.

I'm going to hand off to David Johnson at this point who is going to talk more about the project narrative and what we'd like to see in your application.

David Johnson: Thanks, Sue. So, the project narrative is the most important part of the application. It will be used as the primary basis to determine whether or not your proposal meets the minimum requirements for award under this announcement.

Please be sure to carefully read the FOA for the full text of all 17 project narrative components. The 17 components address critical program elements as just previously discussed and demonstrates the applicant's capability to administer the required clinical, financial, and operational components necessary to successfully carry out the Title X Family Planning Service Project.

Again, please refer to the FOA for the full description of the project narrative components. It's on Pages 22 through 26 of the FOA.

The budget narrative -- which we'll discuss more in depth over the next few sections when the Office of Grants Management speaks -- but we still want to make sure that we address is from the programmatic standpoint. It is

important to point out that the budget and the budget narrative are not distinctly separate from the project narrative.

The budget and budget narrative are additional building blocks of your application and ultimately of your overall project. What you have proposed in your project narrative must be reflected in your budget -- not simply identifying a dollar amount to an activity, but it really provides context of why, how, and/or where that figure came from.

Just as with your project narrative, the clearer that you present your proposal, the easier it is for an objective review panel to understand. Please provide reasoning for your application. This is part of that building block of the total project narrative. Please note also that these parts of the application -- the budget and budget narrative -- do not actually have a page limit.

To continue along this, as discussed earlier monitoring and oversight has also been a significant part of OPA and Title X since its beginning. However, as we continually strive to ensure that projects, grantees, and their subrecipients are operating in accordance with the statute regulations and supporting guidance. We want to make sure that this is also very explicit and addressed.

We also want to be clear that while a significant element of oversight is to ensure that federal funds are being used as intended and according to law and regulations, it is of equal if not more importance that services provided through the Title X planning projects are of the highest quality.

Oversight of the award must include adherence to all requirements -- policy, financial, and programmatic. It might tie these requirements to outcomes, which also means quality. Simply following all financial and policy related elements while not observing, assessing, or improving the quality of the

services is not acceptable. Provided this, there are many ways that you can accomplish this. And this is your opportunity to indicate how you will do this.

This slide indicates the elements that must be part of your plan but you must indicate how these will be accomplished, including but not limited to what you will be measuring -- that is, when do you know when something is met and/or needs improvement or is it the best possible - could it be the best possible best practice? How will you measure it? These are systems, processes, documentation. When you will measure it, frequency, and the overarching why -- why have you decided on your plan, including these elements of the plan, your justification.

If you choose to do something a certain way at that time at a certain level, it should be clear as to what this was and why you chose to do this. This is part of the overall plan and again it provides some justification and context to your project. The clarity of a plan is absolutely key.

There's a list. It's listed on Page 35 and 36 of the FOA info. Also, I want to be clear that when we say "subrecipient" during this technical assistance webinar and also in the future we define subrecipients as any entity receiving funds outside of the grantee. There's no hierarchy. So, any part of your project, which receives Title X funds and provides either administrative and/or clinical services are considered subrecipients.

All items in the application's appendices will count toward your total page limit of the application. You must submit them as a single, electronic file uploaded to attachment sections of your grants.gov application. Again, this is a change that happened over the past couple years but it is very clear. You must submit them as a single electronic file uploaded.

So independent of how many attachments that you have or how many, excuse me, how many pieces of your appendices you have, it should be uploaded and it must be uploaded as one single upload.

As you see on the slide, there are a few things here that are part of that. It's your work plan, your schedule of discount, your coverage map -- so where you're actually going to be providing these services as we see in the geographic area -- CVs and resumes for your key project personnel. We recommend that CVs and/or bios or resumes do not exceed two pages. Letters of commitment from referral entities is also an option that you can provide in the appendices.

A program note -- HHS intends to fund services in all areas listed. Those are the 59 different areas that are located in Table 1.

However, that does not mean that unqualified applicants will be funded. Awards will be based on the quality of the application received and the eligibility of the applicants. So please refer to Table one on Page 6 and 7 of the funding opportunity announcement for a full listing of the service areas. The amounts in there are estimated amounts. And they're listed to revise - I'm sorry. They have been revised and they reflect the number of clients in need of publicly funded family planning services within each state as well as the District of Columbia.

Direction is given to help applicants determine the amount of estimated funding available to them to provide services in portions of the state or region based on the number of women in need of publicly funded contraceptive services.

Applicants and applications are not required to cover an entire state or any specific region. Applications may cover specific parts of a state, a region, or geographic area. Applications may cover multiple states, multiple regions, and multiple geographic areas or a combination of all of these.

It is up to the applicant, and it is their responsibility to define the areas covered and the population it intends to provide Title X services as a part of their project. While we'll come back to some other elements a little bit later, I am going to hand it over to Roscoe Brunson from the Office of Grants Management to discuss some of the other elements of the application.

Roscoe Brunson: Thanks, David. Let's start with submission dates and times. As previously mentioned, the application is due by 6:00pm Eastern Time on January 14, 2019. Your submission time will be determined by the date and time stamp provided by Grants.gov when you complete your submission.

We strongly encourage you to submit your application a minimum of three to five days prior to the application closing date. Grants.gov may take up to 48 hours to notify you of a successful submission. If you fail to submit your application by the due date and time, we will not review it and will receive no further consideration.

Let's look at the eligible applicants, which are listed on Page 17 of the FOA. Any public or private nonprofit entity located in a state which includes one of the 50 United States, District of Columbia, Commonwealth of Puerto Rico, US 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. Also faith-based organizations and American Indian, Alaskan Native American organizations.



Some examples of eligible applicants are state governments as well as county governments, city or township governments, Native American tribal governments, federally or state recognized community and faith-based nonprofit organizations, nonprofits having 501(c)(3) status with the IRS, public state controlled and private nonprofit institutions of higher education, and other nonprofit school districts or entities.

Cost sharing or matching -- program regulations stipulate that projects must identify additional sources of funds and not rely solely upon Title X grant funds. While there is not a fixed cost sharing percentage or amount, projects must include financial support from sources other than Title X. A proposed project's budget should reflect financial support in addition to Title X funds.

The funding announcement role -- the funding announcement (FOA) provides information and guidance related to applications. As previously mentioned, read the entire funding announcement. Follow the FOA carefully. The information provided in the FOA takes precedence over any conflicting information in the other documents.

The address to request an application package -- it may be obtained (an application package) electronically by accessing Grants.gov at the website shown on this slide. Find it by searching the CFDA number provided on Page 1 of the FOA. The CFDA number is 93.217. Be sure to subscribe to the announcement in Grants.gov so you receive notifications of any updates to the FOA or supporting documents.

Let's go over application submission. OASH requires that all applications be submitted electronically via Grants.gov unless an exception has been granted. If you submit an application via any other electronic communication, it will not be accepted for review. You must access Grants.gov website portal.

All funding opportunities and grant application packages are made available on [www.grants.gov](http://www.grants.gov). An application will not be considered valid until all application components are entered into Grants.gov and received by the Office of Grants Management according to the deadline specified in the date section on Page 1 of the FOA. Contact Grants.gov with any questions or concerns regarding the electronic application process at the number provided on this slide.

Applications must be submitted as three files. Upload number one -- the entire project narrative should be uploaded as one single upload. Upload two -- the entire budget narrative including supportive documentation describing the budget narrative context section of the FOA. Upload three -- as previously mentioned, all documents and appendices uploaded in the attachment section of your Grants.gov application as one single file. Exceptions and required standard forms do not apply to the submission requirements as stated in the disqualification criteria.

Any files uploaded or attached to Grants.gov must be in the following formats as shown on this slide: Microsoft Word, Excel, PowerPoint, Adobe PDF, or image formats as shown here. HHS OASH strongly recommends that electronic applications be uploaded as an Adobe PDF file. If you convert to a PDF document prior to submission, you may prevent any unintentional formatting that may occur with submission as an editable document.

Be complete. Do not leave blanks on the form unless the application information is not applicable. The individual submitting the application form must have the legal authority to act on behalf of the organization.

To ensure successful submission of your application, carefully follow the step-by-step instruction provided at this web link as shown on the slide. These instructions are kept up to date and also provide links to frequently asked questions and other troubleshooting information.

Here are the elements of the application, which should be included with your application submission. Your application for federal assistance, the form SF424, the budget information for non-constructive programs form SF424A, assurances for non-construction programs, the form SF424B, the disclosure of lobbying activities form SF LLL, and the project abstract summary.

The project narrative -- submit all project narrative content as previously mentioned as a single acceptable file. And the appendices -- submit all appendices content as a single acceptable file in the attachment section of your Grants.gov application.

Application format -- be sure to follow the project narrative format instructions in FOA. The application will be disqualified if it does not conform to the format requirements. You must double-space the project narrative pages. You must use 12-point font. You should use an easily readable typeface such as Times New Roman or Arial. You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.

For appendices and budget narrative, you should use the same formatting specified for the project narrative. Appendices document such as resumes may use an alternative font, which is common to such documents.

System for Award Management, known as SAM -- Grants.gov will reject submission from applicants with non-existent or expired SAM registration. This is a recent change requirement so please make note of this. If you are

registering a new entity in SAM.gov, you must mail an Entity Administrator notarization letter to the federal service desk attention SAM.gov registration processing.

Your notarization letter with the details required must be mailed. Your registration will not be activated until the letter is submitted and reviewed. Minimum timeframe to complete an initial SAM registration -- approximately 30 minutes. Timeframe for application registration to become active -- may take up to ten days. A SAM registration must be renewed each year. The average timeframe for updates to take effect in Grants.gov is approximately 72 hours.

We recommend that emphasis be placed on failure to have an active SAM registration prior to the application due date which may be grounds for receiving an exemption to the electronic submission requirement. You should apply now for SAM even if you are not sure.

We recommend applicants check their active registration in SAM well before the application deadline. If successful and receive award, you must maintain an active SAM registration with current info at all times during the active award period.

If you have not complied with these requirements, we may determine that you are not qualified to receive an award and may use that determination as a basis for making an award to another applicant. Should you successfully compete and receive an award, all first tier subaward recipients must have a DUNS number at the time you, the recipient make a subaward.

I will briefly go over funding restrictions. Allowable, allocability, reasonableness, and necessity of direct expenses, indirect costs may be

charged on OASH grants in accordance with department regulations in current policy in effect at the time of the award.

Current requirements can be found online via 45CFR part 75 uniform administrative requirements cost principles and audit requirements for HHS awards. Indirect costs may be included for 45CFR part 75.414. Applicants should indicate which method or rate is used for this application. The current salary limitation is now \$189,600 effective January 2018.

Let's go over the budget narrative and forms. The budget information the SF-424 budget form, the budget narrative, detailed budget justification -- it must be consistent with the requirements of the FOA. Budgeted costs must reflect proposed activities. The forms, narratives, and detailed justification do not count toward page limit. Budget line items, descriptions, and justification requirements are explained in FOA. The following suggested table formats in the FOA.

Funding restrictions -- now we cover the application disqualification criteria. Should the application be submitted electronically via Grants.gov by the due date and time unless an exception was granted two business days prior to the deadline. If you successfully submit multiple applications for the same project, we will only review the last application received by the due date and deadline.

HHS OASH OGM deems your application eligible. The project narrative must be double-spaced on the equivalent of eight and a half by eleven page size, one inch margins on all sides and font not less than twelve points. Your federal funding including direct costs does not exceed the maximum indicated in the award ceiling of \$22 million. Your federal funds requested including

indirect costs is not below the minimum indicated in the award floor amount of \$100,000.

The project narrative must not exceed 65 pages. The total application including project narrative plus appendices must not exceed 150 pages. And the application meets the application response criteria.

And now I will hand it back over to David.

David Johnson: Thanks, Roscoe. So, the next slide is going to look at the application review criteria. And so, this is the information that begins on the very bottom of slide 47 and - excuse me, on the Page 47 and continues over the next couple of pages.

These elements are exactly what your project is going to be reviewed against. We review each project against itself. We do not compare against applications. So please note it is not simply providing a response to these elements but it is the substance and quality of the content of your application, which will determine how well your application meets these criteria.

So factor A -- it's the number of patients and particularly the number of low-income patients proposed to be served under your project and the extent to which the family planning services are needed in that proposed area.

Criterion B -- the relative need of the application for requested federal funds as evidenced by the budget narrative and justification as we discussed a little bit earlier.

C -- The capacity of the applicant to make rapid and effective use of federal assistance as documented by available administrative staff and a detailed plan

for the selection of qualified subrecipients. Applicants must demonstrate and/or explain how they will propose to provide oversight for the use of federal funds to provide family planning services to the patient population or populations proposed to be served in the application.

D -- The adequacy of the applicants and any subrecipient facilities and staff and how they demonstrate that they are well trained to provide clinical family planning services, including a plan for monitoring the clinical quality of those services according to the priorities outlined in this announcement.

E -- The ability of the applicant to make use of non-federal resources -- that is, non-Title X funds. And the reference of that is on Page 28 of the FOA. So to start again, the ability of the applicant to make use of non-federal resources within the community being served and the degree to which those resources are used to enhance the range of family planning services provided throughout the project as evidenced by the budget objective class, descriptions, and justification.

F -- The degree to which the applicant describes a detailed plan for ensuring compliance including by any sub-recipients with the Title X statute regulations and mandates as described in the budget narrative section.

And finally, G -- the degree to which the project plan adequately provides for the effective and efficient implementation of key issues outlined in the funding announcement.

So, the application response in these criteria -- the applicant often needs to appear to have demonstrated evidence that there has been both - three things -- evidence that there is a broad range of acceptable and effective family planning methods or services including natural family planning methods,

infertility services, and service for adolescents. And, this also includes fertility awareness-based methods as well.

In addition, informational, educational, social, and referral services related to family planning, which will provide as stipulated in 45 CFR part 59.5. In addition, there needs to be evidence of cost sharing as described in this announcement, if applicable. And then, finally, evidence that in addition to regarding the cost sharing as described in the announcement, there is no specific percentage or dollar amount. However, it is a statement that needs to be said, that cost sharing is a part of this application.

And finally, evidence that if not providing all services directly, the applicant has documented the process and selection criteria we use for providing an opportunity to receive subawards to qualified entities eligible to receive federal funds in providing services throughout the service area or service areas to meet the needs of the project beneficiaries.

With that, I am going to hand it back over to Roscoe to finish out the OGM slides.

Roscoe Brunson: Okay. Let's go back to the application review information. Applicants that lack the required supportive documentation or submit additional appendices files will not be disqualified from competitive review. However, it may impact the application scoring under the evaluation criteria. Be sure to follow submission instructions carefully.

Eligible applicants will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the program announcement. The Objective Review Committee process is formal and confidential. Federal staff is available for questions and



to ensure the process is consistent and fair, but do not participate in discussion and scoring.

Applications are also reviewed by the Office of Grants Management staff for administrative and business compliance. Our program office staff will review for programmatic compliance.

Funding decisions -- the Deputy Assistant Secretary for Population Affairs will provide recommendations for funding to the Grants Management Office to conduct risk analysis. Providing these recommendations will take into consideration the following factors -- the geographic distribution of services within the identified service area, the extent to which funds requested for a project maximize access for the population in need with the entire service area as announced in table one.

The projects provided the area to be served with a variety of breadth and expected family planning methods that are readily available and best serve individuals in need throughout the area to be served. And the extent to which projects best promote the purposes of Section 1001 of the Public Health Service Act within the limits of funds available for each project.

We are not obligated to make any federal awards as a result of this announcement. Only a grants officer can bind the federal government to the expenditures of funds. If you receive communication to negotiate an award or request additional or clarifying information, this does not mean you will receive an award. It only means that your application is still under consideration. All award decisions including the level of funding, if an award is made, are final and you may not appeal.

HHS will evaluate each application and the fundable range for risks posed by the applicant before issuing an award. In accordance with 45 CFR part 75 205, OASH will use a risk-based approach and may consider any items such as the following as stated in the FOA: the applicant's financial stability; the quality of management systems and ability to meet the management standards as described in 45 CFR part 75; the history of performance; the applicant's record in managing federal awards including timeliness of compliance with applicable reporting requirements; performance of the terms and conditions of previous federal awards; the reporting and findings from audits performed; and the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities.

The Notice of Award notifies the successful applicant of the selection of an award amount, the project and budget periods. It includes any conditions on the award, the requirements that must be met as a condition of receiving the grant award. It includes standard terms, reporting requirements, and contact information for the Office of Grants Management and the program office.

If we do not make an award to you because we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR part 75, we will report that determination to FAPIIS if certain conditions apply.

At a minimum if you are a prior federal award recipient, information in the system must indicate that your organization demonstrates a satisfactory record of executing programs or activities under federal grants, cooperative agreements, or procurement awards and integrity and business ethics according to 45 CFR part 75. This information will then be available for other organizations to review when considering you for an award.

OGM is the official contact for the grantee. All official communication related to the grant is between OGM and the successful applicant. Program offices will notify unsuccessful applicants via a letter.

Now, I will hand it back over to David.

David Johnson: Great. Thanks, Roscoe. So, as we kind of come to the end of the webinar there's a couple of things that we want to just be able to point out to help to provide some more assistance.

So, this slide and then the next slide really look at what are the summaries and some tips that can help out. So, one is we discussed a little bit earlier, but please be clear. Both be clear, complete, and concise in your project description. So, in that project narrative, the heart of your application, that is really where you need to be able to let us know and let the reviewers know what it is that you are attempting to do.

This is also the potential contract that you are going to bind yourself to. This is your project narrative. This is what it is we are going to fund if we are funding you on that. So, we are going to hold you also to what that is.

It is also helpful not to make the reviewer or anyone search for the required information. Also clearly identify the sections of the application that indicate which component is being addressed. Again, clarity is key here.

Really, be careful and pay specific attention to page limits. The project narrative must include all required information within that page limit. Please do not - please do not use the appendices to expand that limit.

In addition, all margins must be one-inch margins. And, it is a good idea to print out a test copy of your application prior to submitting. Continuing on here, we have talked about S.M.A.R.T. objectives. These are Specific, Measurable, Achievable, Realistic, and Time-framed. And, your goals and objectives really should fall within this. Applications presented in the work plan also should directly relate to the proposed goals and objectives.

And finally, the work plan, the evaluation plan, and the budget should provide a complete picture of how your application will address the service area's needs as well as address the purpose and expectations described in the program announcement. And, then on this next slide we really look at staffing. So, applicants should ensure that staffing for the project is appropriate and reasonable for the goals, objectives, and activities that are proposed.

Please be sure to be complete in your description regarding the expertise required, what the staff actually will do, and what percentage of the time the staff will be assigned to the project. Applicants can include position descriptions and bio sketches for key staff in the appendices if you wish.

Budget -- the budget really is another significant part of this. Budget should include adequate funds to carry out the proposed work plan, the proposed evaluation plan, and all the administrative responsibilities within the project. It also more importantly should be reasonable and relate directly to the goals and the objectives.

Finally, the operating budget should be complete and include federal and non-federal funds as well as projected income from fees and other third-party players and other contributing funds. Again just to mention, non-federal

funds for this application non-federal funds are all funds outside of the amount requested for the Title X grant award.

Finally, the last slide. Electronic submission is a requirement. Please do not wait until the last minute to begin SAM registration as Roscoe described earlier. This also includes updating your registration if you need to. So, if you currently have a SAM registration, I would recommend today you look at when that actually is going to expire.

And then, finally, do not wait until the last minute to begin the electronic submission. Problems could occur and certainly have in the past.

So, for any of the funding opportunity announcement inquiries there's two points of contact -- one within the Office of Grants Management and that's Robin Fuller. And, her information is indicated below. And, those are for administrative or financial questions.

For programmatic questions, I am the contact. And, my information is there. What I would recommend, since Robin and I work very closely together, is that if you have questions that are either programmatic or administrative or financial, just copy us both on a question. Sometimes she will have an answer that's programmatic related and vice versa. I might have an answer or be able to be a little bit more complete in providing a response depending on what that is.

For additional inquiries related to the electronic submission, Grants.gov is your point of contact there. Programmatic, both Robin or myself will not be able to provide too much information about any challenges related to your electronic submission.

Now we are going to open it up to questions. So, I am going to now hand it over to Diane for a little closing and to open it back up for questions.

Diane Foley: Thank you so much for joining us. And, we have received quite a number of questions through the chat on the computer. And, so I'm going to start going through these and answering as many of these as we can get to. If there are some of you that need to - don't have access to the computer to ask your question, I believe this is the time that you would contact the Operator is that right? To ask the question.

So, if there are any of you on there that do not have the ability to type your question in, please contact your Operator and then she can get in touch with us.

The first question...

Coordinator: If you would like to ask a question, you can press star 1.

Diane Foley: Okay. The first question that was listed here is that, ...”in the funding announcement we mention the fact that there was going to be a table that you could use to list the family planning services proposed by the subrecipients within your project.”

That table is going to be available under [Grant Opportunities](#) on our website following this presentation. We are just finishing up that development, and it will be available for you there.

The other question is about funding. “Is it flat for the duration of the project period or can they budget 2% inflationary increases each year without

penalty?” Also, in addition, “May they apply for a funding amount in the table or is it available to request for more?”

Yes, it is appropriate for subsequent year budgets to increase your budget by 2% amount. There will not be a penalty for that.

In addition, the funding table has been mentioned before is an estimate. There is not - it is okay for you to request more than what is listed there as long as you don't go over the ceiling, which is \$22 million. Okay? But again, you are able to ask for more (than the estimated amount available for the proposed area to be served listed in Table 1) if you are able to justify that within your application of the need for more funding.

Again, this revision was put in place based on the fact that it had been a number of years since we had made any revisions to these numbers based on actually the amount of women in need of publicly funded services within your state or area. So, that is the basis of where these numbers came from.

Question is “Where on the OPA website can we find site and services template?” I already answered that question. That is the one that will be under the [Grant Opportunities](#) section. It will be there when we are finished with this webinar probably in the next day or two.

David Johnson: I can grab the next one. So, there is a question about “If work plan activities are repeated in two and three years?” So, we are going to be looking at a couple things. So your primary application is going to address year one. We are funding you for technically only year one. However, those work plan activities if you are applying for or want to be considered for a two or three year work plan, you should be providing that.

You know, the idea is that you should be providing us with a plan of the project that you are proposing. So certainly in year one that is what we are going to be looking for. But if you're planning on providing things in year two and year three, you should make the effort and enter that and either change or keep them consistent of what you're planning on doing. But that would be something that is up to you to determine whether or not and how you want to provide your out years of your work plan.

Another question is, "Will applicants be kicked out or deemed not reviewable if the application goes over the estimated amount?" I think Dr. Foley has addressed that. So as long as it does not exceed \$22 million, then all applications will be considered with the exception of as long as the application does not request less than \$100,000 as being the floor.

Diane Foley: I will let you take that one

David Johnson: Okay.

Diane Foley: My understanding - a question came in: "Understanding that the previous Title X cycle ended significantly earlier than expected because President Trump wanted some changes. What changes were made between the funding year 18 cycle and this funding 2019 cycle?"

I am not sure where that information came from but that is not that case. That was not the reason there was a seven-month project period. There are a number of changes between the two different applications. One of the things that we did I am going to address in a few minutes. So hang on because there is specific questions about some differences that I will address that should answer your question and give you what the differences are.



David Johnson: Great. So, another question came in. "So if an applicant is applying for only part of a state or part of a jurisdiction but the amount requested exceeds the estimated amount using women in need data, will applications be kicked out or deemed not reviewable?"

So, this is a little bit of a twist on the previous questions but the answer is "no." For any application that is being submitted, the amount requested should be commensurate with the activities the individual is being provided and the types of services that you are providing. So the answer is no, it will not be kicked out but all applications should be relevant and related back to the activities being proposed.

So the other question actually asked about family participation written statement. There is no necessary place that this can be indicated. I think on Page 67 of the FOA it relates that anything related to some of the mandates should be put in the budget narrative.

The reason why that was recommended is because, as a requirement, the program feels that you should not necessarily be hit with an additional page for something that we are requiring you provide. However, you are more than welcome to put it anywhere within the application, including the appendices. That is up to you. But it is acceptable to be put into the project narrative as well.

Susan Moskosky: I can take the next one about "What is a reasonable cost of providing services?" So, in terms of when you are a service provider, you have to have a method for estimating the total cost of providing services. And, that's specific to where you are providing services, what types of services are being provided. So, it is actually up to the grantee or recipient once they receive a federal award to determine what the actual cost of providing services is.

So, it would be the full cost of providing services. So, I don't know whether that is as clear but that is about as clear as it is in the regulation. It has to do with recovering the full cost of providing the services for those individuals who have family incomes that exceed 250% of the federal poverty level.

Diane Foley: Next question has to do with the slides for the PowerPoint so you can print them. Those will be available by December 17 on our website.

David Johnson: And so there is another question that is related to one of the evaluation criterion -- the criteria, excuse me. So criterion asked the degree to which the applicant describes the detailed plan for ensuring compliance including by any subrecipients specifically that the Title X statute regulations and legislative mandates are described in budget narrative.

So again, they should be placed - including them in one location or another it's really about telling the story. So yes, you can include it in the budget narrative. You can also refer to it and often it might seem like a legitimate place to put it also in the project narrative as well. That is up to you.

Part of this again is being clear, telling your story clearly to us and to an objective reviewer -- excuse me -- who doesn't know anything about your project. So again, expect it to be mentioned and referred to appropriately. There is no specific location that you have to put it and if it is not there, it would be disqualified. However, if it is not included then there would be a concern about you being able to meet that. So include it somewhere.

Diane Foley: I think what we are trying to say is that the clearer you are about meeting these criteria, the easier it is going to be for the objective review committee to score your application. So the reason we're trying to clarify this particular one

to help you understand that there is a requirement in the budget narrative that you show how that you are going to reasonably use federal funds.

And, the way that you are going to show that they are being used in the appropriate way throughout your subrecipients, we are helping you to see that that is what we want to hear about here. You can write that out of the budget narrative and then somewhere within your project narrative can say please so budget narrative for this discussion if you would like to do it that way.

But basically the more places that you can again document what it is that you are doing, the easier it is going to be to score that.

David Johnson: So the other thing just to be clear for everyone - this is a competitive process. I know many of you are incumbents. Some of you are for 40 plus years. But every time that a competition goes live, everyone is competing again. So previous allocations and previous awards are not referred to when new awards are being made to.

So again, everything is competitive. We want to make sure that the qualified applicants are successful applicants are being funded. But, that's to say that anyone who is applying that is eligible and responsive has an equal opportunity to be funded and because we're in a competitive cycle. I think that is about as clear as we can get there. As far as portions of the state, again it depends on the applications that are being funded and the - excuse me, applications that are being proposed.

So, a question came in about "Will other entities that have applied for a portion of the state where another entity has applied for the entire state, essentially how will awards be made there?" It really depends on the quality of both applications. There could be a chance that one applicant receives

funding for the entire state. It could be where an applicant actually both are co-funded for different parts of the state.

Or, it even could be that an applicant that applies for a small part of the state only receives that award. An applicant was just not deemed a strong enough application to be awarded for the majority of that state. So, it is really open. It depends on the quality of the applications.

Diane Foley: The question that said, “What happened to the eight program priorities that we had in the 2018 application? They’re still listed but they’re not listed in the current funding announcement.” They actually are.

What we did this time was those eight program priorities we returned them into the requirements that the program priorities involved all of those things that are part of the statute, the regulation, and the legislative mandate. And, those are program priorities and are required by law

Then what we did was we took some of those prior program priorities and included them in what we listed as ten key issues that were in addition to what was actually required by statute. And, those are the key issues that were listed. So actually if you look, all of those program priorities are incorporated. They are just in a different place and not listed in that way.

Another question is “Would (PrEP) or (PEP) be covered by this funding?” OPA does not mandate to grantees how they are to use their Title X funds. That is actually up to each grantee and subrecipient to decide how to use the fund.

And, so again, in looking at your whole project, in looking at what you’re able to provide and the amount of money that you have, it is your decision how

you want to use the money. I would say that there are some states that are able to fund their (PrEP) projects through other funds that come in from other sources -- either state funds or other federal sources. While it's provided within their program, actual Title X dollars do not cover that cost. The Title X dollars cover other parts of the program.

So we recognize we do not give you enough money to provide a comprehensive family planning program for your state. We are not appropriated enough money to do that. We understand that.

With the amount that we are given, what we are asking is to use the resources you have around you -- state resources, other federal funds, other types of donations -- using our funds as a piece of that to be able to provide a comprehensive family planning program for those that you're serving in your area that are low income and are in need of public funding. Hopefully, that answers that question.

Susan Moskosky: Let me just add a little bit to what Dr. Foley said, and that would be that if you define PrEP or PEP services as part of your Title X project, it would be expected that you would provide those services within the same parameters of any Title X service, meaning that they would have to provide it for no charge for individuals with family incomes below 100% of the federal poverty level and based on the sliding fee schedule for individuals with family incomes between 101 and 250% of the federal poverty level.

So, as Dr. Foley said, they are not a prohibited service. You know, services that you could not provide with Title X would include primary care services, for instance. But, because PrEP and PEP services are services that could be related to safely either achieving pregnancy basically, they would be

allowable but whether you would choose to include them as part of your Title X project is completely up to you.

But, do keep in mind that there were a list of other core services that were actually absolutely required under your Title X funding. So you need to judge whether you can afford to include these other services that we definitely would encourage you to figure out if you can include them or if you can find other sources of funds to be able to provide those additional services.

Diane Foley: Another question that came in is, “Can an applicant that plans to use subrecipients place additional requirements on their subrecipients beyond what is required in the funding announcement, the statute and regulations assuming there is not a direct conflict?”

And, yes, we cannot mandate the requirements that are placed on subrecipients from the grantees themselves. It is their decision how they choose their grantees. What we require is that they let us know how they are being chosen and that they make sure that there is a broad range of family planning methods that are provided throughout their project. But, if there are additional requirements that are placed upon them by the grantee, as long as it does not conflict with any of the laws, statute regulations, or mandates, then we don't have anything to say about that.

There was a question that said, “What happened to the separate section dealing with encouraging family participation? It also disappeared.” It actually is in there. If you look on Page 47, there is a specific statement that talks about family participation, which is a written statement there.

It also is included in Page 12 where we talk about program requirements and priorities there. So, if I am not answering the question that you are asking with

that, if you could go ahead and submit another one that would be great. But, it seems to me that that is included there on 47. Also on Page 12.

A question, "How long will the project period be?" Our intention at this point is that if you look in the funding announcement it says that the anticipated project is three years although longer or shorter periods may be approved.

And so, again, we don't have that information to give you at this time. But, that is our plan that it would be a three-year project period.

David Johnson: Great. So, there was a follow-up question about evaluation plans, kind of where to locate it, where not to locate it. And it was referring to a slide. So I don't recall what slide it went to. But again, there's a lot of different places in here.

So there's not a perfect place to put anything. So depending on your application, depending on the story, the narrative that you are telling us, the evaluation plan can be included in the project narrative and/or appendix.

Part of the recommendation is that as we discussed there is a significant emphasis on monitoring and review, which includes evaluations. So it might behoove you to reference your evaluation plan -- how you are planning on monitoring as you tell us your story about how you're planning on providing Title X family planning services both accounting for the legislation, for the regulations, and additional guidance -- specifically the importance that we are talking about how you are planning on monitoring and evaluating not only just holding up to those legislative mandates, the requirements, et cetera, but again how are you assessing the quality of the services that you're providing

Diane Foley: Okay. There was a question about asking us to expand on what we meant by the letters of commitment. And again, these are not meant to be letters from all your subrecipients. We recognize that if you put letters from all your subrecipients, your application would be 500 pages long. Nobody wants to read that.

What we're talking about here are specifically any entity that you have an arrangement with to provide services that may be outside of family planning but meet some of the criteria or key issues we are talking about.

For example, if you are partnering with a local community organization that does substance abuse screening or some type of referral for that, a letter from them saying they are working with your clients to do that would be very helpful.

If you are working with a community that provides further resources, such as housing or something else within the community that your clients are able to be referred to, and you have that kind of organization with them, the key issue that talked about looking at community and/or faith-based organizations that provide services that are outside of the scope of family planning. That would be the type of letter of commitment that we are talking about -- not from your subrecipients.

Another question has to do with family planning services preferably in the same location. "In scoring the application, is preference given to those who have collocating services?" I don't think that specifically that is. I think that is a benefit, but based on the rest of the application that is not a key factor in doing this -- in making a decision or awarding a grant necessarily.



The criteria says that to include the relative need of the applicant. This seems to be included in the needs assessment. So what type of information would you like to see in the budget narrative section?

David Johnson: So in this case I am not quite clear exactly what the question is asking. But when we think about relative need, certainly yes it should be your needs assessment is again the story that you're telling. You are telling us what those data are and how you actually are going to take your project and address the needs assessment or the needs for the services that are there.

So, when we think about the relative need and then the budget narrative and the relative need of resources, those are again telling that story. So in the budget side of it, how are you - one term that we often use in Title X is leverage. So, how are you leveraging those resources? What is that relative need outside there? How can you best use the request that you are asking for?

Again, it is not quite clear what the question is actually asking. But, hopefully, that will provide a little bit more insight.

Diane Foley: I think part of it is we are looking in this particular one for your need of the financial services to help meet your goal for your area. And, the needs assessment was what is the need in your community for providing this service. So, it's a little bit a needs of service versus a financial need that your organization or entity needs to be able to meet these.

Is that a question?

Diane Foley: Okay, the question -- I think the thing for clarification when we talk about non-federal resources, what we mean is actually non-Title X resources.

Because you can have other federal funds that meet that criteria but what we are stating here is that these are all the funds that you have that go towards your program that are not specifically Title X funds. They could be state funds. They could be other federal program funds. But, it is not Title X.

David Johnson: And the statement right before that specifically states federal resources refers to all of the HHS OASH funds for which you are applying. This is a Title X Family Planning Application so you are applying only for Title X family planning funds.

Diane Foley: The question is, "Must all subrecipients refer for hormonal contraception even if they are only providing sexual risk avoidance (SRA) education or natural family planning education?" I think that if you remember what we talked about earlier. We mentioned the fact that if there is an applicant that only wants to provide a particular type of family planning service that they have two choices in order to be funded by Title X -- they can either find subrecipients under them that will provide that.

And, we are not talking about referring out to doctors in the community. We are talking about actual subrecipients that they have a relationship with that they will provide funds to help to provide that contraception.

So, you can either be an applicant and have subs that do the rest of the full range, broad range of family planning or you can go to an applicant and say I would like to provide the piece of this broad range of natural family planning by providing natural fertility awareness based methods for this area. And, I will provide this piece of it. And, then the other subrecipients within that area under this particular grantee or applicant would provide the rest of the services.

So, no, it is not adequate to say I am applying for this. I am only going to apply this and then I am going to just refer out for everything else. That does not meet the criteria for which the grant is set up.

The subrecipients, if you are a subrecipient under a grantee and all you are providing is the fertility awareness based methods, no you do not have to refer out for contraception because your piece is providing that as long as it is available within the project. So no, you don't have a referral need if that's what you are providing and you are under an applicant who recognizes you as their subrecipient. The grantee has to for the whole project, but you as a subrecipient do not have to.

If that didn't answer your question, please contact us either with another question or later.

David Johnson: So there was a question. Our anticipated start date for the beginning of the grant cycle will be April 1, 2019 with a budget period of -- again, these are expectations with a budget period of 12 months to end the first budget period of the 31st of March 2020. So, that would be your first budget period. And, then each budget period would again begin on April 1st terminating on March 31st for that again with the expectation that these will have a three-year project period.

There was another question about the statement on Page 35 that, "applicants will not receive any preference in funding for voluntarily including non-fed cost sharing. Seems to contradict statements on Page 17 through 18." No, that is incorrect.

So, there is no contradiction in there. This is stating that they will not receive any preference. The issue is that there is a requirement to provide a certain level of cost sharing, period. That is the declarative statement.

Preference will not be given for someone who provides \$2.00 versus \$1.00 or as you increase that in of itself. Again, with all of these statements we want to be clear you are telling the story. So the issue is how does your project application, how does your proposal take all of its components together. It may be some projects leverage dollars better because of different access to other resources.

So again, \$5 of matching may be equivalent to \$10 of matching in another project. So again, there won't be preference to the amount. However, you are required to provide some matching.

Diane Foley: There is a question. "Is a copy of the agreement with the subrecipient required to be submitted with the application?" No. What the application requires is that you describe the process by which that you are going to select your subrecipient and details on that issue. However, the actual agreement does not have to be a part of the application.

Let's go ahead and open it up now to see if there are any questions that came in that needed that wanted to be asked over the phone. If our Operator is standing by.

Coordinator: Yes, thank you. We do have a question from Christi Wilson. Your line is open.

(Christi Wilson): Hi. Can you hear me?

Diane Foley: Yes, we can.

(Christi Wilson): All right. Hi. This is (Christi Wilson). I'm with the Kansas Department of Health and Environment. Thank you guys for giving us this information today.

I did have clarification I wanted to ask you. On Page 14, talking about the legislative mandates and it's talking about the mandated reporting. At the end where it talks about reporting on child abuse, child molestation, sexual abuse, rape, and incest which is part of that legislative mandate.

In the next paragraph, it talks a little bit more about that, about policies and procedures related to that but it also includes intimate partner violence and human trafficking, which is not in the original legislative mandate.

And, then after that it says that the policies will include annual staff training on policies and procedures. Now in the past in the program requirements it says routine training. So are you saying not that all of this that's listed here must be annual trainings instead of routine trainings?

Diane Foley: Yes. That is the expectation. That would be included as part of the annual training.

(Christi Wilson): Okay. So, it's annual now. Because once again, it used to be routine. So sometimes we would do project period instead of annually. But now it needs to be annual for all of these different subjects.

Diane Foley: Yes. I think we're defining what routine is because there were lots of questions about what does routine mean. Does it mean once a project period?

So, we defined it by purposes within the FOA to mean we're expecting it once a year.

Diane Foley: And again, part of our concern with that is that there are a lot of changes in staffing and if it's done once a project period, then you're going to - we were concerned that there would be staff members that would miss that training. And so, by requiring once a year, then your staff members are going to be trained regardless of when they come in during your progress during the project period.

(Christi Wilson): Okay. Thank you. That clarifies it. Thank you.

Coordinator: No other questions queuing over the phone at this time.

Diane Foley: Do we have any more that have come in on the chat? There is one more that we just got on our text (chat). Just a moment. "Is it allowable to purchase contraceptives to provide the patients with Title X funds?" Yes. Actually that is the use that most of our grantees and recipients - that's how they actually use their funds is to purchase these medications, purchase long acting, reversible contraception as well. So many of them use the funding actually to purchase the medication to be able to then give to the clients.

And, "the questions and answers, will they be written up and posted on our website?" Sure.

David Johnson: Yes. They will be part of the...

Diane Foley: We'll do that.

David Johnson: transcript.

Diane Foley: December 17 is when we plan to have that uploaded. Just in time for you to spend your Christmas break perusing it, pouring over them.

Okay. I don't see that there are any other questions and so I think that we are going to close it off here. Again, feel free. We left the contact information with you for how to get in touch with us with questions that you have. We are available. The Grants Management Office personnel are available as well. And, we want to be able to answer your questions to make this process as easy as possible.

Thank you again for joining us, and good night.

Coordinator: That concludes today's conference call. Thank you for participating. You may disconnect at this time.

END