

**NWX-OS-OGC-RKVL (US)**

**Moderator: Nancy Mautone-Smith**  
**September 26, 2014**  
**12:00 pm CT**

Coordinator: Welcome and thank you for standing by. For the duration of today's call, all parties will be in a listen only mode. Today's conference is being recorded. If you have any objections, you may disconnect at this time.

And I would now like to turn the call over to Susan Moskowski. Thank you, ma'am, you may begin.

Susan Moskowski: Thank you very much, and thank you, everybody, for joining us for the technical assistance conference call for the FY '15 funding announcement. During today's call, we will provide an overview of the funding announcement for FY '15 Family Planning Competitive Service Grant.

We'll provide an overview of the announcement intended to familiarize applicants with the Title X program, as well as the application process and the funding process. We're not going to answer questions about specific applications, but we'll give you some general information that will be helpful for you in completing your application.

Alice Bettencourt is the Director of the OASH Office of Grants Management, and she will be speaking about the administrative and budgetary requirements for this funding announcement. And I am Acting Director of the Office of Population Affairs. So also just to let you all know, as the operator indicated, this call is being recorded. And it'll also be available afterwards on the OPA web site.

So today, I'll be discussing Title X programmatic policy issues that will hopefully assist you with completing your competitive application for a Title X Family Planning Services Grant, and that we recommend that you have a copy of the actual services announcement available to refer to during this call.

And you can locate the document at grants.gov by searching the CFDA number 93.217, and you can also access the announcement on the OPA web site. So the Title X Family Planning program is located within the U.S. Department of Health and Human Services, and Sylvia Mathews Burwell is the current Secretary of Health and Human Services.

And within HHS, the Office of the Assistant Secretary for Health, or OASH, oversees a number of core public health offices, and Dr. Wanda Jones is the Acting Assistant Secretary for Health. The Office of Population Affairs, or OPA, within OASH administers the Title X program and I, Susan Moskowski, am Acting Director of the Office of Population Affairs at this time.

So in addition to OPA, the Office of the Assistant Secretary for Health oversees a number of other offices that are noted on this slide. And these offices are cornerstones for the delivery of public health services to our nation, although the Office of Population Affairs among all of these offices, is the sole office within OASH that actually has a service delivery function.

And the roots of the program started out when the Title X program - when in its inception was location within what was then - what is now HERSA. So the Office of Population Affairs and the Office of Grants Management work together to implement the Title X Family Planning program.

OPA is responsible for programmatic and policy issues, along with oversight of projects with national scope, such as the National Training Centers. And OPA also provides policy guidance to effectively manage the decentralized activities that occur within the ten HHS regional offices. Alice?

Alice Bettencourt: The Office of Grants Management maintains responsibility for the administrative business and budgetary elements of the Title X Family Planning Services Grants. We implement the grants policy directive, grants policy statement, and federal rules that are applicable to all grants.

We also provide direct management and oversight through the life of the grant, should you be successful in applying for one.

Susan Moskowksi: As mentioned earlier in the presentation, OASH has ten regional offices, each of which serves multiple states. And the map on this slide shows the location of each regional office, as well as the states within each region.

These regional offices are located in major cities. They're staffed by project officers who are federal employees who monitor grant activities, conduct site visits, and also conduct comprehensive program reviews. They also provide programmatic support and technical assistance to the Title X service grantees located within their region.

They're overseen by the Regional Health Administrators or RHAs. There are several major provisions of the Title X statute that are important for you to be familiar with when you're developing your application.

So the first of these, and probably the most important, is Section 1001, which is the authorizing legislation for family planning services that are provided under the Title X by public and not-for-profit entities that received funds under this section.

Currently, there are more than 4,1000 services sites in the Title X system that are funded under about 93 grantees that receive funds directly from the federal government. And these service sites serve almost five million clients every year.

Section 1003 is the authorization to provide for training to personnel that work with in Title X programs. And in 2012, OPA revised the structure for the delivery of training to Title X service grantees, so that currently there are five national training centers that are funded under Section 1003. Each of these national training centers addresses a specific topic area.

So there are five of them: the first is coordination and strategic initiatives; the second is management and systems improvement, that are actually - that grantee is charged with helping folks that are funded under Title X with implementing various aspects of the Affordable Care Act; the family planning service delivery grantee; and a grantee for quality assurance, quality improvement and evaluation, as well as a separate grantee for clinical training under the program.

Under Section 1004, we have authorization to make grants for family planning research, and currently there are a number of different family planning

research projects funded for the purpose of improving family planning service delivery.

Section 1005 authorizes information and education activities, and currently we fund an OPA web site, as well as the production of a number of different publications and a directory or database of all of the service sites across the country.

Section 1008 is also a very important section. We don't fund grants under this section, but it's the section that actually stipulates that none of the funds appropriated under Title X can be used in programs where abortion is a method of family planning.

So the mission of the Title X program is to provide individuals with information and means to exercise personal choice in determining the number and spacing of children. So this includes both services for achieving pregnancy, as well as those for increasing the number of pregnancies that are intended, so helping folks to actually achieve their reproductive health goals.

So 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 to individuals from low-income families. And the Title X program provides a variety of educational, medical, and social services that assist individuals with planning their families.

And services include preventive health care, such as cervical and breast cancer screening, as well as HIV and STD prevention, testing, treatment in some cases, and a number of other services related to reproductive health and family planning, in addition to the core family planning services.

So under the program, Title X requires that projects that are funded under Title X provide a broad range of acceptable and effective family planning methods, which means FDA-approved methods of contraception, along with the education and counseling that needs to go along with them, as well as STD and HIV testing and, in some cases, treatment services either on site, hopefully, or if not on site at least by referral, as well as basic infertility services and preconception health services.

Additional services that are required include pregnancy diagnosis and counseling, physical exams as needed to provide safely for contraception, clinical procedures as indicated for contraceptive methods, and other kind of related preventive health services, and also services for adolescents are required under the Title X program.

And all of the services must be provided in accordance with nationally recognized standards of care and the program guidelines. Within the last year, we just released new program guidelines that now consist of two different pieces.

On the left-hand side, you see the Providing Quality Family Planning Services MMWR that was released in April of this year. And it recommends how to provide family planning services in an evidence-informed manner, and also stipulates what is included with in the realm of family planning.

And then the other document is Title X Program Requirements, which defines the requirements for grantees funded under the Title X program, mainly restating in more understandable terms the statutory and regulatory requirements.

So other key points to note in terms of Title X requirements are that services have to be voluntary, meaning you cannot coerce people to receive certain types of services. They also have to be provided confidentially, and the project itself, or the grant project, has to be under the direction of a physician who has training or experience in family planning.

That doesn't mean that each clinic site has to be directed by a physician, but it does mean that the Title X project or the grantee project has to have a medical director that's a physician that has training or experience in family planning.

Also, Title X services have to be available to any person that requests them, regardless of ability to pay, regardless of whether they're male or female, and there are a number of other non-discrimination clauses that are very important to pay attention to.

So services have to be provided regardless of, you know, duration of residency. So you can't restrict services to citizens of this country. You can't restrict services based on marital status, race, religion, a whole host of other types of factors.

And, as I mentioned before, priority for services is to individuals from low-income families. It's very important to know that clients whose documented income is at or below 100% of the federal poverty level must not be charged for services, although projects do have to bill third parties that are authorized or legally obligated to pay for services. So that means Medicaid, as well as private insurance and health care plans.

And for families who have individuals whose family incomes are between 101 and 250% of the federal poverty level they have to be charged based on a

sliding fee scale or a schedule of discounts that is based on the actual costs of providing services.

And for persons whose family income exceeds 250% of the federal poverty level, full charges are made, which are made in accordance with a schedule of fees that are designed to recover the reasonable cost of providing services. So full cost for folks that are above 250% of the federal poverty level.

So currently there are 93 service grantees that receive the funds directly from the federal government to provide Title X family planning services. And through that network, they fund approximately 4,100 service sites.

And we have grantees and services sites in all 50 states, including the District of Columbia, as well as the eight U.S. territories and jurisdictions. And in 2012, which is the most recent year for which we have complete data, we provided services to over 4.7 million clients.

So next we'll discuss the key elements of the application, including the required forms and the project narrative and the budget. So in 2015, actually in 2014, we announced the anticipated availability of funds to fund Title X Family Planning Services that will happen in FY 2015, which starts on October 1, which is next week.

So as mentioned in the previous slides, applicants must be able to provide all of the Title X required services, including clinical family planning and related preventive health services, as well as information, education, counseling, and referral services as indicated in the program requirements and in the funding announcement.

Also, applications must be responsive to the OPA program priorities and legislative mandates and key issues, all of which are listed in the funding opportunity announcement. So I'm going to turn it over to Alice now.

Alice Bettencourt: All of the information that you need to apply for a grant is available at the grants.gov website. And we have the link for you in the slide, www.grants.gov. And we urge you to read the entire funding announcement.

Many of you have applied before, but some things change from year to year, and you need to make sure that you're reading the entire announcement before you develop and as you develop your application.

Any public or private entity, including faith and community-based organizations, American Indian, Alaska Native, Native American organizations, located in a U.S. state or territory is eligible to apply for a Title X Family Planning Services Grant.

Private non-profit organizations must provide proof of their non-profit status. Remember, applicants must demonstrate their capacity to carry out the requirements of the Title X program.

The Title X statute specifies that local and regional public or private non-profit entities may apply directly to the Secretary, and that's through OASH, for a Title X Family Planning Services Grant under this announcement.

Funding of applications that propose to rely on other entities to provide service will take into consideration the extent to which the applicant indicates it will be inclusive in considering all entities that can provide the required services and are eligible to receive federal funds to best serve individuals in need throughout the anticipated service area.

It's important to review and follow the program announcement carefully, as it contains the information needed to complete the application. Information in the announcement also takes precedence over any conflicting information that may be found in other grant-related documents.

I would now like to direct your attention to Table 1 of the program announcement. It contains a listing of the service areas that are competitive in FY 2015. You will also find the application due dates and anticipated project start dates for each service area.

Multiple awards may be made for the service areas listed, and the estimated funds available are inclusive of indirect costs. The application must provide a clear description of the capacity of the applicant to deliver the required services. This includes the administrative, management, and clinical capacity of the organization.

As previously mentioned, applicants must include all required clinical services in the description of their proposed project. Please refer to Title X guidelines for more information. These documents can be accessed on the OPA web site at the link included in this slide.

The characteristics of a successful proposal are included in the announcement, and include experience with the following: providing clinical health services, conducting quality assurance, reporting of abuse in accordance with state laws, personnel administration, and fiscal management.

And, again, another reminder to please read the entire funding announcement. Your grant application must be complete. Do not leave blanks on forms unless the information is truly not applicable.

The individual submitting the application forms must have the legal authority to act on behalf of the organization. There is a process you must go through on grants.gov to have an authorized representative recognized.

We'll now go over the information that is required in your application. You must be sure that you have a Dun & Bradstreet universal number system number assigned to your organization. You must also be registered in the system for account management. This is what was formerly known as the Central Contractor Registry.

You must complete the project abstract summary, the project narrative attachment form, the disclosure of lobbying activities, your evidence of non-profit status if applicable, your indirect cost rate agreement if applicable, your SF-424, the application for federal assistance, and the SF-424A, the budget information, as well as assurances for non-construction programs.

And when you download the application kit in grants.gov, you will see all of these forms or the ability to attach your narrative available to you in that application package. And please remember, if you see any references or hear any references to sam.gov, that's what used to be the CCR and vice versa, if someone says the CCR, that is now sam.gov.

This migrated in 2013 and most folks by now, if you've been getting other awards, you should be registered. But please remember that registration expires every year, and you cannot let your registration expire. You must make sure that you renew it if you're going to.

We will check at two points in the process. When your application is submitted, grants.gov will not accept it if your agency is not registered in

SAM. And then we make the award, you must be registered at the time that the award is issued.

So please obtain, as early as possible, the Dun & Bradstreet number and your registration in sam.gov. And information on all of these is also available through grants.gov. Please note, we're finding that the five-day minimum is not enough time to get your SAM registration either entered for the first time or updated.

So please start the process as early as possible. And if you know you're already actively registered, please make sure that you are aware of when your registration expires so you can get it renewed.

The application is limited to 65 double-spaced pages, and the total with appendices of 150 pages. These must be double-spaced using a 12-point font. This does not include your forms, budget, budget justification, assurances, and certifications or the abstract.

This is all listed in the funding opportunity announcement, what is included and not included in your page count. If the application exceeds either the narrative or the total page limit, the application will be deemed ineligible and not reviewed.

And please limit your appendices. Do not include brochures or bound materials. Don't try to scan things in that will be unwieldy or not easy to read.

Susan Moskowksi: So I'm going to talk now about the project narrative, which is a key part of your application, and information about the project narrative and what should be included begins on page 20 of the funding announcement.

So along with the budget, the project narrative is the heart of your application. This narrative provides a description of the need for services, the capacity of your organization, and the plan for how services will be delivered.

You should establish a work plan within this section and goals and objectives should be described in this section - and they should - or should be included in this section, and they should follow the acronym SMART, meaning they should be specific, measurable, realistic, achievable, and timeframed.

And the goals and objectives should also include an evaluation plan. The information contained within the project narrative is considered the scope of services, also referred to as the scope of your project.

So if your application is approved for funding, those activities that were outlined in the scope of the project and/or scope of services become part of the agreement between the federal government and you, as the successful applicant. And so this is what we hold you to in terms of what you'll carry out once you're funded.

So as a reminder, be sure to refer to the Title X statute, the regulations, the program guidelines, meaning the program requirements and the quality family planning recommendations, as well as the legislative mandates, program priorities, and other key issues for a full description of what is required as part of that project scope.

Once you're funded, providing you are, you should be aware that any change to the scope of the project or any significant change in activities or use of funds, including changes in service sites, requires prior approval of the Office of Grants Management and the OPA program office. So that means before it happens, you have to have prior approval.

There are several elements to be included in the project budget. I'm going to turn it over to Alice to talk more about that.

Alice Bettencourt: Okay. The project budget includes the Standard Form 424A, a detailed budget, and a budget justification. Activities outlined within the budget must be consistent with the requirements of the project guidelines for Title X Family Planning Services, as well as other applicable federal regulations.

It's important to note, your budget information does not count towards your application limit. This slide shows what is included in your 424A. I won't go over it in detail, other than to say this does need to be a detailed budget. You should provide a breakdown on each line item, and include a thorough justification, as well as detailed personnel.

As most of you should know by now, there is a salary limit of the executive level two, which currently, and this may change if Congress passes an appropriation, but under the CR it continues to be executive level two, which is currently \$181,500, exclusive of fringe benefits and indirect costs.

The next slide talks about the OMB Circulars that define cost principles for federal grants and describe how to manage the financial aspects of the award, allowable costs, such as personnel, supplies, what defines equipment, and restrictions on the use of funds, such as lobbying, construction, renovations, fund-raising.

Some of these are also covered by statute, such as the lobbying restrictions. Now, for these applications, by the time they're funded, the new grant regulations will be in effect. This will now be Title II of the CFR Part 200,

Uniform Administrative Requirements, Cost Principles, and Audit  
Requirements for Federal Awards.

Please note, there are no longer separate regulations for different types of organizations. OMB has already published these regulations, and they are available at 2 CFR Part 200, although they do not become effective until December 26th.

So please be sure that your administrative folks, financial folks have reviewed those new regulations as you're developing your application, because these will apply at the time of the award. When developing the application budget, be aware of the requirement for cost sharing. Title X funds cannot make up 100% of the project's estimated cost.

Projects must include other financial resources, such as Medicaid, patient fees, private insurance. Applications must clearly identify the amount and sources of funding contributed to the project on the 424A and within the budget justification.

Contributions of other funding have historically been interpreted as a minimum of 10%. For those of you from the territories and insular areas, some of you, and you will note it is listed to whom this applies in the announcement, that the cost sharing is not required.

Program income should also be noted in your budget, and it is expected to be generated from third-party payers and patient fees and may be counted as part of the cost sharing and in addition to it. And it must be reinvested to further the objectives of the project.

In this section, we'll discuss the process for submitting your Title X services application. Electronic submission is required. You must do so through the grants.gov web portal. It must be submitted by 5:00 p. m. Eastern Time on the due date for your service area.

And, again, please refer to Table 1 in the date section of the funding opportunity announcement. Read the table carefully so you do not miss your due date. Please note that some project periods for certain service areas have changed. Be sure to check the table carefully for the project period start dates and the corresponding application due dates.

Applications that are submitted after the deadline will not be accepted. And we have had some folks who have missed it by a minute or 15 minutes. These will not be accepted. Be sure to start well enough in advance. And I will say to you, an application submitted is better than a perfect application that's received late and does not get reviewed.

Applications not conforming to the requirements will not be reviewed, and you can review these in the screening criteria section of the funding opportunity announcement. Applicants are encouraged to initiate electronic applications early in the development process to address any problems with submission prior to the deadline.

We've had issues of computers going down, electricity going out. And unless there's a widespread issue, such as hurricane, blizzard, regional blackout, these deadlines will not be extended. Grants.gov will send you a tracking number after submitting the application.

It appears on your screen immediately after submitting. If you don't see it, you have not correctly submitted your application. And please be sure to print a

copy of that screen or write down the tracking number. This is essential. We get many applications across many programs, and we need those tracking numbers to help you if any issues arise with your application.

Grants.gov will also validate your application and send you a notice. Validation can happen after the due date, but if your validation is not successful, then your application will not be reviewed.

And if you've waited until the last minute to submit and the validation doesn't occur, then you won't have time to resubmit a corrected application. So please leave time to get your validation results in so that you can resubmit before the deadline if necessary.

Please make sure you are double checking file names prior to upload. Grants.gov has specific requirements. These change from time to time. We no longer specifically list them in the funding opportunity announcement, and instead we point you to the section of the grants.gov web site where these are listed and continually updated.

So they also provide frequently asked questions and other information to help you submit a successful application. So please sure to review the grants.gov step-by-step instructions before and as you are submitting your application.

Another important item that we'd like to point out is that any files uploaded or attached to your application must be of the following file formats: Microsoft Word, Excel, or PowerPoint, Adobe PDF, or image formats including .jpg, .gif, .tif, and .bmp only. We do this to assure that we can read your files.

And for example, if we get a jumbled Adobe file, but you've used the proper format and there is a problem with us reading it, we may accept a replacement

file afterward. If you have submitted it in a format other than these acceptable formats, we will not accept a replacement file.

We do not recommend scanning documents into PDF format. If you do, make sure your scan is clear and easy to read. But as I mentioned, grants.gov will validate each application. Verification can take up to 48 hours. You'll receive a notification that your application has been validated.

If an application fails validation, as I mentioned, after the submission deadline, there will not be an opportunity to resubmit. Your application must be validated to be reviewed. If it fails, we can't even download it from the grants.gov system. It won't be available to us to even look at.

And some of the reasons for failing to validate are folks submitting under an account that turns out to not be an authorized representative for that particular portion of the agency or for that program. So please be sure the person who is submitting is an authorized representative.

Additionally, applications submitted under this announcement are subject to the requirement for intergovernmental review. So the applicant should discuss this project with your state single point of contact if your state participates.

The screening criteria, as I mentioned earlier, are specifically listed in the funding announcement. And I will go through these, because these are critical. As we mentioned, you must meet the deadline. You must submit electronically by the deadline, unless you get an exemption granted two business days prior to the deadline on Table 1.

And we list the specific reasons, such as a technical failure with grants.gov, where an actual error message is noted. Failure of your computer systems or your Internet connection does not qualify as a technical failure.

The project narrative must meet the formatting requirements of being double-spaced on the equivalent of 8.5 x 11 inch page size with one-inch margins on all sides, and font size not less than 12 points.

And we want you to understand, and many of you have probably been reviewers before, folks are ready lots of material, and it needs to be easy for them to read and analyze to make sure that you're meeting the program requirements. The project narrative, as previously mentioned, must not exceed 65 pages.

And here we list, as I mentioned, all of the items that are not included in that total. Everything else counts towards your appendices, and they must not exceed the 150-page total limit. Your proposed budget may not exceed the maximum indicated in the range of the awards, which for this program are the amounts listed in Table 1.

Applications that fail to meet any of these criteria will not be reviewed. They will not make it to a review committee.

Susan Moskowski: So next we'll discuss the application review process...

Alice Bettencourt: And I am urging you once again to read the entire funding announcement. Eligible applications 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. There are no other criteria that the

objective review committee considers other than those that are listed in the funding announcement.

The object review committee process is formal and confidential. The Office of Grants Management and Office of Population Affairs staff is available for questions and to ensure the process is consistent and fair, but we do not participate in the discussion and scoring.

The results of those panels are advisory to the decision making authorities. The applications are also reviewed by my staff in the Office of Grants Management for administrative and business compliance, and by the regional office program staff for programmatic compliance.

Final grant award decisions are made by the Regional Health Administrator in consultation with the Deputy Assistant Secretary for Population Affairs and the Assistant Secretary for Health or their designees. As I noted, input from the objective review committee and from the federal reviewers are part of this decision-making process.

The length of the project period awarded can be up to three years. Noncompeting applications will be submitted in the interim years that include progress reports, work plans, budgets, and budget justifications. Budget periods are generally only one year.

Unsuccessful applicants will be notified by the Office of Population Affairs of the status of their application. We will now discuss the funding process. It's helpful to know the appropriate lines of communication during the funding process.

Specifically, the Office of Grants Management is the official contact for the applicant or if you're an existing grantee and applying, and all official communication related to the grant is between OGM and the successful applicant. Those of you who are successful will receive a notice of award. This includes your reward amount, your project and budget periods.

It includes any conditions on the award. For example, your requirements that must be met as a condition of receiving the grant funds, such as programmatic and financial reporting. And if we had any minor items missing from your application that we didn't need to make the award, but may require you to submit within 30 or 60 days of the award.

This includes your standard terms, reporting requirements, as well as, very importantly, the contact information for your grants management specialist in the Office of Grants Management, and your OASH regional office program, which serves as your project officer on your project.

Let's conclude with a summary and some tips that will assist you during the application process. Again, read the entire funding announcement. When developing the project narrative, be clear, complete, and concise in the project description.

Follow and address exactly what is requested in the program announcement. Don't make the reviewer search for the required information. Generally, the easier the application is to review, the better the score. Clearly identify the sections of the application and indicate which component is being addressed.

Pay careful attention to page limits. Remember, the project narrative must include all required information within 65 pages. Don't use appendices to expand the page limit. Be sure to make the goals and objectives in the

program work plan smart: specific, measurable, achievable, realistic, timeframed.

Activities presented in the work plan should relate directly to the proposed goals and objectives. The program work plan, evaluation plan, and budget should provide a complete picture of how you will address the service area's needs, as well as address the purpose and expectations described in the program announcement.

Applicants should ensure that the staffing for the project is appropriate and reasonable for the goals, objectives, and activities that are proposed. Be sure to be complete in describing the expertise required, what staff will do, and what percentage of staff time will be assigned to the project. Applicants should include position descriptions and biographical sketches for key staff in the appendices.

The budget should include adequate funds to carry out the proposed work plan, evaluation plan, and administrative responsibilities of the project. The budget should be reasonable and relate directly to the goals and objectives. Do not request more funds than are estimated to be available, as listed in the program announcement in Table 1.

And, again, this amount is inclusive of indirect costs. The operating budget should be complete and include federal and nonfederal funds, projected program income from fees and third-party payers and other contributing funds.

And, again, electronic submission is required via grants.gov. Do not wait until the last minute to begin your SAM registration or update your registration. Do

not wait until the last minute to begin the electronic submission. Problems could arise. And with that, I'll turn it back over to Sue.

Susan Moskowksi: Okay. Thank you, Alice. And I want to thank you all for participating today. And we're going to start into a question and answer period in just a minute. But I just wanted to alert you that you can find contact information for the Office of Grants Management and the regional program offices in the program announcement on pages 35 and 36.

And as a reminder, if you have questions after this call, you can contact the appropriate regional office with questions about Title X programmatic requirements, or contact the Office of Grants Management with questions that are related to budget and administrative requirements.

I also want to call your attention, before we open it up for questions, that on page 30 of the funding announcement, the application review criteria are listed. And these are the criteria that are used by the objective reviewers when they review your applications.

And so it has the specific point distribution for how each criterion is to be reviewed and scored. So I would urge you to look at that carefully, as well as all of the requirements of the program narrative, as well as everything else that we've talked about on today's call.

So I want to thank you again for participating in this webinar today, and we'll now be happy to take your questions. Oh, in terms of questions, you can either type in your questions in the screen, in the chat box. And I see that we have one already. (Nancy), do you want to facilitate the Q&A period?

(Nancy): Sure. Thank you, Sue. Our first question is what are the items that grants.gov validation checks for? Alice, do you think you might be able to answer that?

Alice Bettencourt: It checks for, and if you look at the link that I provided, as I said, it checks to make sure that an authorized representative has submitted it. It checks for - they do have restrictions on file names, characters that can be used, and those sorts of things.

So if you - and as I said, they continually update - and it's not like they're updating every day, but they occasionally have to provide an update due to security patches, new versions of the web site. So it's very important that you review that section, and they'll let you know all of the things that they're checking.

(Nancy): Great. Thank you, Alice. We have another question that asks is the service site information, for example, clinic hours, required as an appendix? And we're going to refer back to the FOA and direct you to that section in just one moment. In the meantime...

Susan Moskowksi: Here it is. So on Page 25 of the announcement, it says that in the appendices - it says, at the bottom of Page 25, it says all items described in this section will count toward the page limit of your application.

A project work plan should be provided that identifies the specific services to be provided, the locations and hours of clinic operations, and projected number of clients to be served. So, hopefully, that answers your question about that.

(Nancy): All right. We have another question here. Can dollars be used to purchase electronic health records and/or pay for staff to assist patients with insurance enrollment?

Susan Moskowksi: And the answer to that is yes, if it's required in terms of being able to carry out the requirements of the project, that would be an appropriate use for funds.

(Nancy): Our next question we have is, can you provide the site to retrieve the application guidance again? I think you may be referring to the grants.gov website?

Susan Moskowksi: And then you'd search under CFDA number 93.217. But you can also go on the Office of Population Affairs web site and the funding announcement is found there. Hopefully, that's what you're asking about. If not, maybe you can type in and be a little bit more specific.

Okay. The next question has to do with clarifying what we mean by formal, robust linkages with primary care providers. What we're talking about there is that historically there have been a number of agencies that have just had a list of referrals, you know, agencies that they would refer clients to for other services, like other comprehensive primary care services if they're not being provided on site.

And what we are asking for in this requirement on Page 9 is that it needs to be a more formal linkage with other providers that are providing comprehensive primary care services if those services are not being provided on site by the family planning provider, by the family planning grantee.

So it needs to be a formal, either a contract or an MOU or some sort of written formal agreement between the primary care provider and the family planning provider. So, hopefully, that answers.

(Nancy): Next question is, the announcement indicates that we need to provide a three-year budget narrative. Is that accurate?

(Woman): The answer is yes.

Alice Bettencourt: Yes, answer is yes. You are providing the budget for the entire project period. And this is - it may change when you submit your continuation applications, but you should be submitting the budget for - that covers the three years for the project you are proposing in this competitive portion.

(Nancy): Next question we have is, could you receive an award that is less than what you asked for?

Susan Moskowksi: And the answer to that is absolutely. And you may be either applying, but in some cases where we've announced an entire state as part of the funding decisions, it may be determined that funding multiple applicants to actually serve that entire service area is the best - is going to provide the best coverage.

And so in that case, even though you may have applied for all of the funds that are available, you may receive a grant to - that is less than what you requested. So you know, we would be really clear what we're expecting when you're funded.

And sometimes if we don't receive the amount of funding in the appropriation that we were anticipating receiving, then that also effects, or we've had other revisions or reductions in the budget that we have available, then that may

result in an applicant being funded, or successful applicants being funded at less than what they requested.

Alice Bettencourt: And the other thing that could happen is when we do the review of your application against the allowable costs for the grant, if we find that some are not allowable, we must reduce your budget by that amount. We cannot allow you to put it in a different part of your budget to spend on your proposal.

(Nancy): Thank you. We have another question. What definition of fiscal year should be used? Would it be fiscal year 2016, if a grant is ending in March 2016? Or should we use fiscal year 2015, since the majority of the months consist in 2015?

Alice Bettencourt: All of the grants that will be funded under this announcement are considered FY '15 grants, because they've been funded with federal year FY '15 funds. And they start in federal fiscal year '15. So they're FY '15 grants. Regardless of what your individual agency, you may have a different fiscal year for your agency or your state or whomever.

(Nancy): Thank you. It appears we have no more questions in the Q&A chat pod. Operator, do you have any questions waiting for us on the phone? In the meantime, we did get a couple more questions in. The next question is Page 36 talks about sustainability indicator. Could you define these?

Susan Moskowksi: So we have listed a number of factors that we would consider sustainable practices within applications, and in the - I have to find them, hang on for just a minute. You want to go ahead and take another one and I'll answer it?

(Nancy): Sure. Is Table 1 for the application due dates also found in the guidance? And our answer is, no. Table 1 is in the FOA. If you're referring to the program

guidelines, those are guidelines that talk about title plan services and what should be provided. The Table 1 is in the FOA.

Susan Moskowksi: If you, in terms of sustainability indicators, to answer the previous question, if you look at the bottom of Page 24, item number 20 that's under the project narrative and it talks about successful proposals will fully describe how the project will address titles and requirements with an approach to service delivery that is sustainable, and ensures access to quality family planning and reproductive health services as the binding QFP.

And it says this includes addressing each of the following. And item number 20 says evidence that the applicant will operate in a manner that will sustain access to family planning and reproductive health services including: A, use of certified EHR systems that are interoperable; B, contracts with insurance carriers and ability to fill third party commercial insurance carriers and Medicaid in accordance with Title X requirements; C, ability to facilitate enrollment of clients into commercial insurance and Medicaid and to report on number of workers trained to provide assistance, number of individuals who were assisted, received eligibility determinations and enrolled into health insurance programs.

And we know that some of you may have limitations in this area, so you would have to explain that in the application. And then, D, ability to provide or have former linkages to comprehensive primary care services. So those four are what we would consider sustainable practices. Do we have additions?

(Nancy): We've got time for about one more, one or two more questions. Our next question is, should personnel be listed by position, salary, and FTE, rather than name, salary, and FTE?

Alice Bettencourt: Yes. Absolutely. We recognize particularly with, you know, entities that may not have a current grant that in some cases you may not have all the staff on board at the time that an application is submitted, that, you know, having those personnel may be dependent on your receipt of the grand funds. So that would be appropriate.

(Nancy): Looking at - there's a question about item number 20, is that supposed to be anticipated numbers? Usually grants, projects, number not report past action. We're not sure what that means. If you can type that in the next couple minutes, in a more -

Alice Bettencourt: If you're talking about 20C, where it's talking about the ability to facilitate the enrollment of clients and to report on the number of workers and number of individuals who were assisted, it's just saying that to report on your ability or capacity to be able to do those things, not that you would be reporting as part of the application. But I'm not sure if that's what the question is referring to.

Okay. So does service area due dates for the application, again, Table 1 will be your source. You do not - let's say that in Table 1 it lists all of the service areas that are currently available for competition in FY '15. It does not mean in this particular - in the tables, you can apply to serve all or a part of that service area.

So you don't have to come in with an application, for instance, to serve the entire state. Like for Connecticut, who's the first one listed here, I'm just using this as an example.

You may come in with an application, or an entity may come in with an application to serve the entire state, or to serve a part of the state. So you need

to be very specific in the application. What part - what you're applying for in terms of the service area.

(Nancy): I think we have time for just one more question, and that is on page 25, please describe in more detail what you are looking for with regard to cost estimated per proposal, project activity, or project. We need a moment to turn to page 25.

That's referring to the budget narrative, unless the complete sentence in that section is please note because the proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, the budget justification should describe the cost estimated per proposed project activity or product.

I don't know if, Alice, you want to say more about that? Or, Sue, you have additional things to add there?

Susan Moskowksi: Yes. And those can be things - and, again this is you justifying your projects to the objective review committee, as well as to federal staff. It could be your cost per site, your cost per client. All of those sorts of things.

It would depend on how you've structured your application, and what you're proposing what types of unit costs that you would be outlining in your budget justification or narrative.

(Nancy): Thank you. That's all the time that we have for this webinar today, and I'll turn it back over to Sue to close out the webinar.

Susan Moskowksi: All right. I want to thank everyone again for participating in this webinar. As we mentioned before, the webinar will be posted shortly on the OPA

website, but don't hesitate to contact the regional office, or the Office of Grants Management, or even us here at OPA, if you have additional questions that we might be able to help you with in completing an application.

Or if you have, you know, specific questions, please don't hesitate to give us a call. So I'll turn it over, now, back to the operator to close the call. Operator?

(Nancy): All right. Well, we thank you for participating with us today, and we urge you to contact the Office of Population Affairs if you have any further questions. Thank you, and you may disconnect at this time.

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