

**NWX OS OGC RKVL (US)**

**Moderator: Nancy Mautone-Smith**  
**November 15, 2013**  
**10:06 am CT**

Coordinator: Welcome and thank you for standing by. At this time, all participants are in a listen-only mode. We will conduct a question and answer session during the conference. To request to ask a question, please press Star 1.

Today's call is being recorded. If you have any objections, you may disconnect at this time.

I will now turn today's meeting over to your host, Miss Susan Moskosky. You may begin.

Susan Moskosky: Thank you. Welcome, everyone, to the FY14 Technical Assistance Conference Call for Title X Family Planning Competitive Service Grants. Today's call will provide an overview of the announcement intended to familiarize you and other applicants with the Title X program, the application, and the funding processes. We'll not answer questions specifically about any specific application, but we'll give you a lot of general information about expectations.

I'd now like to introduce our speakers for this Webinar. Commander Nancy Mautone-Smith first of all is a public health advisor in the Office of Population Affairs, and she'll be discussing Title X programmatic and policy issues related to the application process.

Next, we'll have Alice Bettencourt who is the Director of the OS Office of Grants Management, and she will be speaking about the administrative and budgetary requirements for the funding announcement.

Note that the call is being recorded and will be available on the OPA Web site within a week or two. And I'll now turn the call over to Commander Nancy Mautone-Smith.

Nancy Mautone-Smith: Thank you, (Sue). Today I will be discussing Title X programmatic policy issues that will hopefully assist you with completing your competitive application for a Family Planning Services Grant. We recommend that you have a copy of the 2014 services announcement available to refer to during our call.

You may locate this document at Grants.gov by searching the CFDA number 93.217. You can also access the announcement on the OPA Web site at the link in this slide.

Let's get started with an overview of the Office of Population Affairs and the Title X Family Planning program. The Title X Family Planning program is located within the U.S. Department of Health and Human Services, HHS. Kathleen Sebelius is the Secretary of Health and Human Services. Within HHS, the Office of the Assistant Secretary for Health, or OASH, oversees a number of core public health offices.

Dr. Howard Koh is the Assistant Secretary for Health. The Office of Population Affairs, OPA, within the OASH administers the Title X program. Susan Moskosky is the Acting Director of the Office of Population Affairs.

In addition to the Office of Population Affairs, the Office of the Assistant Secretary for Health oversees the other offices noted on this slide. These offices are the cornerstones for delivery of public health services to our nation.

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.

OPA also provides policy guidance to effectively manage the de-centralized activities that occur within the 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 Grant.

We implement the grant's policy directives, grant's policy statements, and the federal rules and regulations that are applicable to all grants. We also provide direct management and oversight throughout the life of the grant.

Nancy Mautone-Smith: Thank you, Alice. As mentioned earlier in the presentation, the OASH has ten regional offices that serve multistate areas. The map on this

slide shows the location of each regional office and the states within each region.

These regional offices are located in major cities and are staffed by project officers who monitor grant activities, conduct site visits and comprehensive program reviews. They also provide programmatic support and technical assistance to Title X service grantees, and they are overseen by the regional health administrators, or RHAs.

There are several major provisions of the Title X statutes that are important to review when developing your application. Section 1001 is the authorizing legislation for services provided under Title X by public and not-profit entities that receive funds under this section.

Currently, there are more than 4100 service sites in the Title X system, and approximately 4.7 million clients served annually. Section 1003 is the authorization to provide training to personnel working within Title X programs.

In 2012, OPA revised the structure for the delivery of training to Title X service grantees. Currently, there are five national training centers funded under this section.

Section 1004 is the authorization to make grants for family planning research. There are currently eight family planning research projects funded under this section. Section 1005 authorizes information and education activities. Current activities include the OPA Web site, publications, and clinic directory.

Section 1008 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 program guidelines for project grants for family planning services often referred to as "The Guidelines" specify that the mission of Title X is to provide individuals with the information and means to exercise personal choice in determining the number and spacing of their children. An electronic copy of the 2001 guidelines can be found at the link provided on this slide.

The purpose of the Title X program is to ensure that family planning services are available to those individuals who want and need them. By law, priority is given to individuals from low income families.

Title X programs provide a variety of educational, medical and social services to assist individuals with planning their families. Services include preventive healthcare, such as pap tests, breast exams, HIV and STD prevention counseling and testing, and other services related to reproductive health and family planning.

Title X requires that projects provide a broad range of acceptable and effective family planning methods along with education and counseling related to family planning, STD and HIV prevention, on-site or by referral, and basic infertility services.

Additional required services include pregnancy diagnosis and counseling, physical exams as needed to safely provide contraception, and clinical procedures as indicated for the method, related preventive health services and services for adolescents. All services must be provided in accordance with nationally recognized standards of care.

Other key points to note are that Title X services must be voluntary, confidential, and provided under the direction of a physician who has training or experience in family planning. Title X services are available to any person, male or female, regardless of ability to pay.

As mentioned previously, priority to services is to individuals from low income families. Clients whose documented income is at or below 100% of the federal poverty level must not be charged. Although projects must bill all third parties that are legally obligated to pay for services.

A schedule of discounts must be developed for individuals with family incomes between 101% and 250% of the federal poverty level and implemented with sufficient proportional increments so that inability to pay does not present a barrier to service. Charges should be based on a cost analysis for all services provided by the project.

There are currently 95 service grantees providing Title X family planning services through a network of over 4100 service sites in the 50 states, the District of Columbia, as well as the eight U.S. territories and jurisdictions. In 2012, Title X services - Title X sites provided family planning and related preventive healthcare services to over 4.7 million clients.

Next, we will discuss the key elements of the application, including required forms, the project narrative, and budget. In 2014, OPA announced the anticipated availability of funds to fund Title X Family Planning Services.

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, information, education, counseling, and referral as

indicated. Applications must also be responsive to the OPA program priorities, legislative mandates, and key issues, all of which are listed in the announcement.

Alice?

Alice Bettencourt: The application and related information are all available at Grants.gov. And this is our first reminder to please read the entire funding announcement. Everything you need to know is in the announcement.

Nancy?

Nancy Mautone-Smith: Thank you. Any public or nonprofit private entity including faith and community-based organizations, American Indian, Alaska natives, Native American organizations that are located in a U.S. state or territory is eligible to apply for a Title X Family Planning Services Grant.

Private, nonprofit organizations must provide proof of their nonprofit status. And remember, applicants must demonstrate their capacity to carry out the requirements of the Title X program. This announcement also restates the Title X statutory language that specifically protects the rights of local and regional entities to apply directly to the secretary for a Family Planning Services Grant.

It notes that while in some states the practice has been to - had been to award a statewide grant, the department recognizes that multiple awards in some instances may best serve the statutory purposes.

The announcement also clarifies that all qualified applications will be given equal consideration and are evaluated by an independent panel of objective

reviewers. Previous grantees will not be given priority on the basis of their award history.

It is important to review and follow the program announcement carefully, as it contains 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 2014. Here, you will also find the application due dates and 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 capability of the organization.

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

Alice?

Alice Bettencourt: And once again we'd like to remind you to read the entire funding announcement and continue to refer back to it while you develop your application.

Your grant application must be complete. Do not leave any blanks on the forms unless the information is not applicable to you. Also, this is very important, the individual submitting the application forms must have the legal authority to act on behalf of the organization. If it is not submitted by such a person, your application will not be considered.

And here we have the outline of the information that will be required in your application that we will go through in more detail on the next slide.

For your required forms, you must submit your Dun and Bradstreet universal number system. If you do not have one of these numbers, you need to get one right away.

Your Central Contractor Registry is now called the System for Account Management. You will need to have your registration up to date. A one page HHS project abstract is also required that gives a short but complete summary of your application.

Your standard form 424, which is the actual application for federal assistance, your standard form 424A, which is your budget information, your lobbying disclosure, your notification of project management, for those of you who are nonprofits evidence of your nonprofit status and your indirect prostrate agreement if applicable.

On this slide, it provides the information on how to obtain the Dun and Bradstreet number and the former Central Contractor Registry, now Sam.gov.

While the slide indicates leaving a minimum of five days to complete your registration, we are finding that at times it can take quite a bit longer than that. So remember that that's an absolute minimum, but it is often not enough time.

Please start the process as early as possible, and you must renew your registration every year. If your registration is inactive, Grants.gov will not accept your application. It will be rejected.

So here is a reminder that CCR is now Sam.gov and it changed last summer, so just please be aware that if you hear people saying either one of these, they are now one in the same thing. Your requirements remain unchanged.

Your application is limited to 65 double-spaced pages, and the total with appendices is 150 pages. This means if you only take 60 pages for your narrative, you have an additional five pages for your appendices. Double space - the text must be double-spaced using a 12-point font. Now that does not include the forms, the budget, the budget justification, assurances, and certifications.

If the application exceeds either page limit for the narrative or the total pages, the application will be deemed ineligible and it will not be forwarded to the panel for review.

Also, please limit your appendices. Do not include brochures or bound material, or other things that aren't directly relevant to your application.

Nancy?

Nancy Mautone-Smith: The project narrative is a key part of the application. Along with the budget, it is the heart of the application. The narrative provides a

description of the need for services, the organizational capacity, and the plan for how services will be delivered.

Applicants should establish a work plan within this section. Goals and objectives described in this section should follow the acronym SMART. That is, they should be specific, measurable, realistic, achievable, and time-framed.

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

If approved for funding, the activities outlined in the scope of the project and or scope of services become part of the agreement between the federal government and the successful applicant, who will become the grantee.

As a reminder, be sure to refer to the Title X statutes, regulations, program guidelines, legislative mandates, program priorities, and other key issues for a full description of what is required for the project scope.

Once funded, grantees 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 OGM and OPA program offices.

There are several elements to be included in the project budget. These include the SS424A, a detailed budget, and 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.

As an important note, the budget information does not count toward the application page limit.

Alice?

Alice Bettencourt: This slide lays out in more detail the information that is required in your application budget. Please be sure to follow the form 424A. Identify all sources of project funds, indicate the approved indirect cost rate that you have with the HHS Division of Cross Allocation, project your cost for future years, and note that we do have salary limitations in place.

Salaries may not exceed the equivalent rate of an Executive Level 2 of \$179,700 exclusive of fringe benefits cost. This means if somebody currently has a salary of, let's say, \$200,000 and they're 50% on the project, you cannot charge \$100,000 to the project. You may only charge 50% of \$179,700.

Please be sure in your detailed budget justification to provide enough detail of the budget for the panel and the program in grants offices to review. Break down each line item, provide a thorough justification -- for example, your cost per unit of service -- provide detail on personnel by salary, full-time equivalence charged, and fringe benefit information. Also provide this line-by-line breakdown for both your federal and non-federal resources.

OMB circulars as integrated into federal regulations define the cost principles for federal grants and describe how to manage the financial aspects of the award, your allowable cost, and the restrictions on funds such as lobbying, construction and renovation, and fundraising.

Just an alert that these circulars are in the process of being revised. If the new OMB circular is published and effective prior to the award of your grant, the new circular will apply.

Nancy?

Nancy Mautone-Smith: 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 costs. Projects must include other financial resources, for example, Medicaid, patient fees, private insurance.

Applications must clearly identify the amount and the sources of funding that are contributed to the project on the 424A and within the budget justification.

Contribution of other funding has historically been interpreted as a minimum of 10%. Program income is expected and is generated from third party payers and patient fees. It may be counted as part of the cost-sharing requirement, and must be reinvested to further the objectives of the project.

Alice?

Alice Bettencourt: In this section, we will discuss the process for submitting your Title X application. Your submission mechanism is only electronically through the Grants.gov Web portal. All applications must be submitted no later than 5:00 pm on the due date in Table 1 in the funding opportunity announcement.

Please read the table carefully, so you do not miss your due date. Please note that some project periods for certain service areas have changed. Please be sure to check the table carefully for the project period start date and respective application due date.

Applications submitted after the deadline will not be accepted. Applications not conforming to the requirements of the funding announcement will not be reviewed.

You are encouraged to initiate your applications as early in the process as possible. Grants.gov will send you a tracking number after submitting the application. Grants.gov will then validate your application and send you - you another notice. If it does not pass validation, even if it's timely it will not be included in the competition.

It is very important that you leave enough time to submit your application prior to the due date. We have had applicants miss by mere minutes because their first application failed validation and they could not submit a revision prior to the deadline.

This slide provides you detail on Grants.gov file naming conventions and restrictions. Please make sure you are double-checking file names prior to upload. We have also had applications fail validation because of file naming requirements and a resubmitted application missed the deadline.

Your Grants.gov validation and verification can take up to 48 hours. You will receive, as I mentioned, a notification that it has been validated. And again, if you do not have an opportunity to resubmit because the deadline has passed, you won't have an application in the competition.

Applicants submitted under this announcement are subject to the requirements of intergovernmental review, should your state be participating.

The application screening criteria provided on this slide indicate all of the reasons that your application may not be forwarded to a competitive panel for review. They must be submitted by the applicable due date in the table, your project narrative must be double-spaced on the equivalent of 8-1/2 by 11 page size with 1" margins on both sides, and font not less than 12-point.

Your project narrative must not exceed the 65 double-spaced page limit, and your total application including all appendices must not exceed 150 page limit. Your proposed budget must not exceed the amount published in Table 1 for the service area for which your application is being submitted. And again, applications that fail to meet any of those criteria will not be reviewed.

Next, we will describe the application review process. I'm going to put in one more plug for making sure that you read the entire funding announcement. The panel and staff will be looking for all of the requirements listed in the announcement.

So eligible - oh, Nancy. I'll turn it over to Nancy for the eligible application review.

Nancy Mautone-Smith: Thank you. Eligible applications will be reviewed and scored by a panel of independent reviewers often referred to as the Objective Review Committee, or ORC, according to the criteria listed in the program announcement. These individuals have technical expertise in applicable fields relevant to the program announcement.

The Object Review Committee process is formal and confidential. OGM and OPA staff is available during the committee meeting for question and to ensure the process is consistent and fair, but do not participate in discussion and scoring.

Applications are also reviewed by OGM staff for administrative and business compliance, and by the regional office program staff for programmatic compliance.

Funding decisions are made by the regional health administrator for the applicable HHS region in consultation with the Deputy Assistant Secretary for Population Affairs and the ASH or their designees.

When making funding decisions, the input from the ORC and the federal staff is considered. Awards will be made to those projects which best promote the purpose of Section 1001 of the Public Health Services Act within the limits of funds available.

The length of the grant project period can be up to three years. During the interim years, non-competing applications are submitted. These applications include progress reports, work plans, budgets, and budget justifications. Grant budget periods are one year. Unsuccessful applicants will be notified by the Office of Population Affairs.

We will now discuss the funding process. It is helpful to know the appropriate lines of communication during and after the funding process. Specifically, the Office of Grants Management is the official contact for the grantee and all official communication related to the grant is between OGM and the successful applicant.

Alice?

Alice Bettencourt: If you are successful, the Office of Grants Management will notify you of your selection, your award amount, and your project and budget periods. Your

notice of award will include any conditions such as requirements that must be met as a condition of receiving the grant funds or continuing to receive your grant funds. Your notice of award also includes standard terms, reporting requirements, and contact information for your grant specialist and your program office contact.

Let's conclude with a summary and some tips that will assist you during the application process. Once again, our biggest tip is to read the entire funding announcement.

Nancy Mautone-Smith: 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 reviewers 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. Do not use appendices to expand the page limit.

Be sure to make the goals and objectives in the program plan SMART, specific, measurable, achievable, realistic, and time-framed. 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 the applicant will address the service area's needs as well as address the purpose and expectations described in the program announcement.

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

Applicants can include position descriptions and bio sketches for key staff in the appendices. Your application 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 of the project.

Do not request more funds than are available as listed in the program announcement in Table 1. This amount is inclusive of indirect costs. The operating budget should be complete and include federal and non-federal funds, your projected program income from fees from third party payers, and other contributing funds.

Electronic submission is required. Do not wait until the last minute to begin your SAM CCR registration or to update your registration. Do not wait until the last minute to begin the electronic submission, as problems could arise.

Sue?

Susan Moskosky: Thank you, Nancy and Alice, for a terrific presentation. If you're confused, we welcome you to ask questions. You'll 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, contact the appropriate regional office with questions about Title X programmatic requirements, and contact the Office of Grants Management with questions related to budgetary and administrative requirements.

Thank you again for participating in this Webinar. And Operator, we'll now be happy to take any questions that participants might have.

Coordinator: Thank you. We will now begin our question and answer session. If you'd like to ask a question over the phone, please press Star 1 and record your name when prompted. To withdraw your request, you may press Star 2.

Once again, to ask a question, please press Star 1 now. One moment as we wait for questions to queue.

And again, that is Star 1 to ask a question. One moment, please.

From (Deanna), your line is open.

(Deanna Shreft): Hi, this is (Deanna Shreft) from the Michigan Department of Community Health. The last time we completed a competitive application for Title X funds, we used a document called "Guidelines for Completing a Competitive Grant Application," and that laid out the exact content of the administrative, clinical, financial, and the education sections.

Does that document exist? Because I could not locate it in Grants.gov.

Woman: No, it does not. That document is no longer included as part of the application kit because it's not an OMB approved document and so Grants.gov and the

information that's part of the application kit are the only information that's actually provided as a part of the application kit.

(Deanna Shreft): Okay. Thank you.

Woman: You're welcome.

Coordinator: Our next question comes from (Lisa). Your line is open.

(Lisa): Hi there. This is (Lisa) from Ohio. I have a question. The service area listed in Table 1 lists specific counties in Ohio. In our application, could we expand that to other counties or does it have to be restricted for just the counties listed?

Woman: Those are actually the counties that are competing right now. If the application is expanded to other areas where you know that there are not current services - Title X services being provided and you carefully identified those, it would not disqualify your application.

(Lisa): Okay.

Woman: However, if those counties are already served by an existing Title X grantee that's not in competitive status right now, it's likely that you would not be considered for serving those particular counties.

(Lisa): Okay.

Woman: But note that you still would have to stay within that funding limit that's listed...

(Lisa): Right.

Woman: ...in the table.

(Lisa): Okay. So, like, Darke County I know is not covered by any Title X grants right now, so that could be included if we would want to...

Woman: Yes.

(Lisa): ...as an example? Okay. Great. Thank you.

Woman: As long as you include it within that - the total amount - funding amount available, yes.

(Lisa): Okay. Great.

Woman: Great.

Coordinator: And once again, to ask a question please press Star 1. Our next question comes from (Trudy). Your line is open.

(Trudy): Will the PowerPoint be available as a handout?

Nancy Mautone-Smith: The PowerPoint will accompany the audio presentation when it is archived on the OPA Website.

(Trudy): Thank you.

Susan Moskosky: Please note too, I just wanted to add one thing to the presentation. This is Sue Moskosky, and your application is considered based on how you submit the - and identify the area that you're going to be serving.

So for instance, if you come in with an application that you're projecting to serve the entire state for the entire amount of funding available and another applicant comes in with - proposing to serve the entire service area for the entire amount of funding available, you will be - your application will be considered kind of in head-to-head competition.

We cannot carve up the applications and say we're going to give this much to this applicant and this much to that applicant. However, you can propose, for instance, if you look at the funding announcement, the entire state of Louisiana -- and I'm just picking a state -- the entire state of Louisiana is available for competition in this fiscal year.

So an applicant could come in proposing to serve the entire state, or an applicant - and an applicant could come in saying we want to serve these five counties or this particular area, and that application would be considered. You know, both of those applications would be considered. So I don't know if folks might have questions about that, but I know that that's been a question in the past.

Coordinator: Our next question comes from (Julie). Your line is open.

(Julie Beeman): Yes, thank you. This is (Julie Beeman) from Florida. Even though the guidelines for competing grant applications are not official, is it still allowable that we could use that just as a tool or a guideline?

Nancy Mautone-Smith: Absolutely. Yes. Just make sure that you check the current funding announcement that nothing...

((Crosstalk))

Nancy Mautone-Smith: ...conflicts with those old guidelines because - since they haven't been updated.

(Julie Beeman): Okay. So go with - if there's a conflict, go with the FOA, got you.

Nancy Mautone-Smith: Correct. Exactly. Because if - we used to list even page requirements or page limitations in that so it may not correspond.

(Julie Beeman): Okay. Thank you.

Woman: Sure.

Coordinator: And our next question comes from (Meeka). Your line is open.

(Meeka): Yes, hi, I had a question regarding what counts against page number and I'm wondering if our indirect rate agreement with the federal government would count against the page number or be considered a required document and not count against the 150 and that would also go for not just the budget, but the budget narrative.

Nancy Mautone-Smith: The - that's a required form, the indirect cost, the - it's - really you're just submitting a copy of your indirect rate agreement. That does not count against your page limit and...

Susan Moskosky: And neither would the budget narrative.

Woman: The budget narrative, I believe, is excluded in the screening criteria. Correct?  
Okay. Great.

Nancy Mautone-Smith: Yes, just double-check the screening criteria because that's where it's listed. Number three of the screening criteria indicates which pages are or aren't there but it says that "required forms including." That is not an exhaustive list of the required forms so the indirect cost rate agreement would be included in that and then the budget justification or narrative are also explicitly excluded.

Susan Moskosky: Just a tip also. We've had applications that come in where people use a whole page as a title page. Do not include extraneous pages because they do count against your page limit and could put you over. So don't have like a page that the only thing on there is "Project Narrative" and that's the page because you're using up one of those 65 pages that you could use for describing your project.

Coordinator: And again, to ask a question, please press Star 1 and record your name.

Susan Moskosky: One other thing I wanted to mention is Nancy, as part of the presentation, stated that budget periods are one year and I just wanted to qualify that it's usually one year. We have been working on trying to link up a lot of the project period start dates and so some folks may get an initial budget period that's a bit shorter than a 12-month so that we can, for administrative reasons, get that service area start date to a different time of the year.

Coordinator: We have a question from (Meeka). Your line is open.

(Meeka): Yes, I just had a quick question regarding something that I think Susan was talking about earlier in terms of applying for the whole state versus just a portion of the state in terms of a grant agreement. And I'm wondering, if you want to actually go after both so, for example, submit an application for an entire state contract and also potentially an application for just a few counties in the state, how would one do that? Would you submit two different applications or include it in one? What would be the process?

Susan Moskosky: You would need to submit two separate applications and you could do that.

Nancy Mautone-Smith: Just make sure that on each application it's very clearly stated what service - what area you are proposing to serve.

Coordinator: And we did receive a question in queue. However, the name was not recorded. So if you did queue up to ask a question, your line is now open and please check your mute button. Again, if you queued to ask a question, your line is open.

(Sharon): This is (Sharon) from Arkansas. I had a question about the notification of project management. There used to be a specific form, or there was in the past, that indicated those criteria, those personnel that were listed on that, and I noticed in the slide presentation you mentioned that was a required part of the application, the notification of project management, but there is no form. Is that included in the actual 424?

Nancy Mautone-Smith: And (Sharon), I'm glad you mentioned that because that form no longer exists. That was also removed from Grants.gov because it doesn't have OMB approval. So follow the requirements in the narrative where it indicates where you identify the staff as well as making sure that on the 424, the

appropriate spaces for the authorized representative and alternate contact are completed.

(Sharon): Thank you.

Coordinator: Our next question comes from (Julie). Your line is open.

(Margaret Rankin): Yes, this is (Margaret Rankin) actually speaking for (Julie) right this minute. I'd just like to have Sue Moskosky restate what she was stating about Louisiana in the...

Woman: In the example...

(Margaret Rankin): ...example she gave about applying for the entire state.

Susan Moskosky: All right. What I was saying is that your application is evaluated and scored based on what you submitted. So whether you submit a - if you submit an application proposing to serve the entire service area that's described in the FOA, that's how your application will be evaluated.

If - so if two applications come in - if the only two applications we receive for a particular service area, Louisiana being the example, let's say that there's two applications that come in and both of those applications propose to serve the entire state, the entire service area, and they both request, you know, the entire amount of money that's listed in the announcement, those applications will be judged - basically, they'll be scored accordingly and so only one of those applicants will be able to receive the grant.

However, if there are applications that - so we can't just arbitrarily change an application that comes in and say, "We're going to carve up the state," you

know, "like this. We're going to give these 45 counties to this applicant and this these 45," because that's not what the application came in saying that they would do. We have to actually judge the application based on what they said they would do, which is to serve the entire state.

But if in the state of Louisiana, let's say that we get three applications and one of those applications comes in for the entire state but two other applications come in proposing to serve a piece of the state, let's say that there's an application that comes in in Louisiana saying, "Well, we want to only serve New Orleans and these surrounding county areas," that we - and both of those applications are actually scored within the fundable range so they actually both get a decent score.

Then we would have discretion to be able to fund one application and then carve out that specific service area from the entire - from the other one that said they were going to serve the entire state, but we can't just arbitrarily in a head-to-head competition for an entire service area, we, as the federal government, can't just carve up that area and decide who we want to give what amount of money to.

(Margaret Rankin): Okay. Thanks, Sue. That's what I thought you were saying.

Susan Moskosky: Yes.

Coordinator: And at this time, we show no further questions in queue.

Susan Moskosky: Okay. Well, again, I want to thank everybody for your participating on this call. We hope that the information that's been provided is helpful. We've given you contact information for - if you have further questions with regard to either programmatic or grants management requirements, you can feel free to

contact the regional office that's designated for your particular area or the Grants Management Office.

And for those of you that'll be submitting applications, we wish you success in your endeavors. And so we will be looking forward to getting many good applications in this next funding cycle.

So thank you very much for your participation.

Coordinator: And once again, thank you for your participation on today's call. You may now disconnect.

END