Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen only mode until the question and answer session of today's call. At that time if you'd like to ask a question please press Star 1.

Today's conference is being recorded. If you have any objections you may disconnect at this time. I would now like to turn the meeting over to David Johnson. Thank you and you may begin.

David Johnson: Great, thank you (Syma). Welcome everyone and I appreciate your - everyone being on today. I just want to let you - everyone know that there also is an accompanying webinar piece of this. So if you go to our - the OPA Web site, so it's HHS.gov/OPA, and scroll down to the bottom there'll be a link for Webinars and if you click on that link you'll be able to see the link to access the slides.

Probably sometime during this presentation, and certainly after this presentation, a copy of the slides will be available on the site, as well as later, probably later next week, a recording of the presentation will be available as well.
So with that I want to turn it over briefly to Susan Moskosky, the Acting Director of the Office of Population Affairs to kick us off.

Susan Moskosky: So good afternoon everybody and thank you for joining us for this webinar to give you all information on the FY 17 Announcement of Anticipated Availability of Funds for Family Planning Service Grants.

Before I turn it back over to David and also the Office of Grants Management I just want to tell everybody that, you know, we welcome applications from any public or private not-for-profit that's eligible and can provide Family Planning Services. And we wish you great success with your applications.

And please be sure to let us know if you have questions, either at the end of the this presentation, or following you can always contact us and there's information in the funding announcement itself in terms of who you would contact for what types of questions.

So with that I'm going to turn it back over to David and tell you that I hope you get the information that you need this afternoon on the call and be sure that you do answer - get your questions answered this afternoon if you have any right now. So David?

David Johnson: Thanks (Sue), I appreciate it. And so we will go ahead and kick this off. We'll be joined later by the Office of Grants Management as well and we'll be presenting part of their content as well.

So this presentation, as (Sue) said, it's really about giving a brief overview of the Funding Opportunity Announcement for Title X Family Planning Service
Grants. It's very similar to what we have every year and is - in addition to that, we also are going to go over the process for app applying.

And for those that are on the phone and that will be listening later, as always the most important part of this process is not what we say today necessarily, but actually what is in the Funding Opportunity Announcement. In addition, please read it carefully this year, and as well as every year, but there are some changes that we'll highlight throughout the presentation today.

But just want to let you know that there are some changes that are evident in this one. And we - like I said we'll highlight them but it's very important to follow the directions within the FOA because if you do not that could result in your application being disqualified and not being reviewed.

So with that I think I've essentially gone over the first part. We will answer questions about the process but we won't be providing answers to any of your individual grant application questions, i.e. how you - you know, "If this is appropriate for me to include or not include."

However, if you do have questions about some of these things later my email contact is at the bottom of the FOA so you can always follow-up later with that.

So first thing, where to find it; Grants.gov. That is the repository for all financial assistance through the federal government. If you search the CFDA, the Catalog for Federal Domestic Assistance 93.217, that is for Family Planning Services and that's probably the easiest way to get it.
You'll notice that there are 20 different applications for Title X Family Planning Services. When you apply make sure that you apply for the service area that you intend to.

Like I said, "There's 20 different competitive service areas" that we have posted right now and so just focus on which one you want to. They're all identical, but based on the location that's where you should be applying.

So just to start off, with the - we're with the U.S. Department of Health and Human Services. The Secretary is Sylvia Burwell. The Office of Population falls under the Assistant Secretary for Health and currently that is led by the Acting Assistant Secretary for Health, Karen DeSalvo.

This is what OASH kind of looks like. It's a little bit bigger than this but this is where we sit. The important part of this is that OPA part of a larger organization and that we all share both the work that we do together in Family Planning and others do throughout the department as well as also throughout OASH.

This is listed so that you can have a brief understanding of how the administration of the program works related to the grants.

OPA has programmatic responsibility so we oversee really the - how the program actually is going, where you're serving, how you're serving it, et cetera, and how it relates to both the policy regulations and the statute that govern the program.

We manage it through a decentralized process. So within OASH and those other agencies that you saw on the previous slide, we also have ten regional offices.
And depending on where you're located that will be your - your Project Officer will reside in those regional offices and they are led by however the Office of Population Affairs in Rockville that I come from, and others, we are the ones who administer how things are done. So your Project Officers are in your regions and their local administration headquarters is in Rockville.

We also have oversight of projects within the national - within national significance. So when we talk about Title X Family Planning Services one of the assets with that are the National Training Centers. And they're there to help provide personnel assistance and guidance and technical expertise, as well as some assistance related to better performing, providing answers to what you have, and really improving the capacity of the Title X Family Planning Network.

The Office of Grants Management has an administrative, business and budgetary responsibility for all grants within Title X. They also are the grant administration area. So we go to them for grant policy directives, we go to them for the rules, for the guidance, really for any questions as far as how the grant is executed related to making sure that everyone is within the regulations, is addressing the regulations, but also have questions around spending and what is allowable.

Changes of scope will be directed at the Office of Grants Management. They are the only ones who can make approvals for changes of scope and other changes to an approved project plan.

So as we, you know, just as I briefly alluded to, part of their management responsibilities are the pre-award process. So that is really everything up to the award.
The Notice of Award which is actually your document, your agreement that you have with the Department of Health and Human Services and indicates the amount of money that you have - for successful applicants, have received or will be receiving, your Project Periods, your budget periods, any terms and conditions.

Post-award process as well, so that's actually at the end of an award, closing up, making sure that you send all your documents and reports to them.

Financial Status Reports are ongoing responsibilities that they review that you will have as a successful grantee.

And then also part of their responsibility includes audit resolutions and the final grant closeout.

As I said before, "We have ten regional offices." Any of my - this slide wants to - there we go. There are ten regional offices throughout the U.S. You'll be able to see from this calendar - or excuse me, from this map where your headquarters would be and where your Project Officer will reside.

Each of these offices are overseen by a Regional Health Administrator and so they are responsible for all the operations that happen within that office and within the jurisdictions that they actually oversee.

Just going over what Title X represents in our statute. We have really four major provisions of the law.

It is the Services provision that allows us to fund Service Grants, that's 1001. That is what this technical assistance call is related to - relating to.
We also have authority to provide training. So currently right now we have two National Training Centers; we have the National - the Family Planning National Training Center which was just awarded in the end of August; and then we also have the Family Planning Clinical Training Center as well.

We also provide grants for research. And so right now we have Service Delivery Improvement Research Grants and Evaluation Grants that are occurring.

Finally we have the authorization to be able to provide grants and contracts for Information and Education. Notably the OPA Web site falls under this, but we also in the past have provided public - funding for publications as well as the clinic directory.

Section 1001, that is within the law and it prohibits any of Title X federal funding to go to projects where abortion is used as a method of contraception.

The Title X Mission is really to assist individuals and couples in planning and spacing births. So this free choice, this is something that we - that is really critical to what we do and it's important. And this is really what drives us in everything we do.

So everything that your project is going to revolve around is in - to be able to help individuals to be able to plan and assisted birth spacing, as well as also to help prevent pregnancies if that is their choice.

So the general purpose is, again of Title 10, to make sure that people who want and need Family Planning Services can receive them. We have a priority
for a population of low income. And we'll get into that a little bit later. But that specifically relates to the sliding schedule of discounts.

So individuals with - and let me step back for a little bit. Low income families are defined as those at 100% or below the Federal Poverty Level which is established annually. And individuals from families at 100% below poverty receive services without cost.

In addition, the purpose of Title X is to provide individuals with educational, medical, and social services they need to plan their families, as well as also ancillary services that are directly related to Family Planning Services so preventive tests such as pap tests, clinical breast exams, but also related HIV and STD tests and other services related to family - or reproductive health, which would include but not limit it to Level I infertility service.

There are several requirements of the program. Most notably are the ones that are listed on here. And I'll briefly just list out some of the big ones.

One is each project should have a - must have a broad range of acceptable and effective family planning methods. You'll also need to be able to provide clinical, including education and counseling related to Family Planning Services.

And then everything else below here. These are things that are again, tenets of the program. And it's critical that each of the programs have a constellation of these activities that they provide throughout their service delivery network.

As many of you are familiar, in the past we've had - just in 2014 we released with, in collaboration with the CDC, the MMWR, the Maternal - excuse me, the Mortality and Morbidity Weekly report. And that's where we published
the QFP, the recommendations for providing quality Family Planning Services.

Within Title X we are - we have two kind of divisions; we have both the Quality Family Planning Services which really inform how projects deliver quality Family Planning Services, so how you actually execute your program; the other side are the Program Requirements and these are the regulatory and statutory requirements of the program which indicate things that you have to be able to follow. So if we think of that - this is the things that are - have quality family planning, the QFP is really - these are guidelines.

So again, going through a couple other requirements again. All services need to be and must be voluntary, they all need to be and must be confidential. Really the idea is to be able to provide everyone -- male, female and independent of age -- services which really are trying to achieve an individual's ability to plan for their family which means both helping them achieve an intended pregnancy as well as delay and/or avoid an unintended pregnancy.

All programs must be led and provided under the direction of a physician with training or experience in family planning as well.

And so again, when we think about the eligibility of family planning clients as they come in, we need to be able to provide to them all the services, regardless of their ability to pay.

So again, just a few more slides on some requirements. As we talked about earlier, priority is given to those of - from low income families. And as we said earlier and read here, 100% of those - or excuse me, those are identified
as those that are at 100% of poverty or at the poverty level or below. They must not be charged for the services that they receive.

In addition to that schedule of discounts must be implemented for individuals with family incomes between 101% and 250% of the Federal Poverty Level.

And those that are above 250% of the FPL, charges must be made in accordance with the schedule of fees designed to recover reasonable cost of providing services.

And these are directly from the Title X regulations.

So what do we look like? In 2015 we had 91 service grantees. And these were both state, territorial, tribal, county and local health agencies, as well as universities, faith-based organizations, community-based non-for-profits as well.

We have just under 4000 Family Planning Service sites throughout the U.S., so all 50 states, including the District of Columbia as well as the six Pacific jurisdictions, Puerto Rico and the Virgin Islands. And in 2015 we served just over four million clients.

So now we get into more of the announcement and more of the process. And this is where we'll focus on really the application and what is it and how to apply and what to focus on.

So this is the Funding Opportunity Announcement. Every year we have one out. This one if you all have read through it hopefully by now, if not please review it.
And I would recommend, and after discussing it also with Office of Grants Management, we always recommend that you review and reread it a couple times. There's always a few things that you'll find out throughout the application that you didn't notice, and frankly also that have changed. And so some of the challenges are that each year is very similar but where we have changes are usually significant.

So one of the tenets, again in your application, "An application must be able to provide evidence that they can offer comprehensive services to all individuals in adherence with the Title X Family Planning regulations."

Applications also must be responsive to the OPA priorities, as well as the legislative mandate and key issues, all identified throughout the FOA.

As I said before this is where you can find it, Grants.gov. And again, the easiest is searching the - in the CFDA box, 93.217.

This slide you'll see several times but again, it's critical. We really need to read through it. In the past, and not just within OPAs but throughout OASH and the department, often some of the small mistakes are just because there were pieces of the application that were overlooked by the applicant.

Who's eligible? Any public or nonprofit private entity located in the U.S. or a territory. And this includes again, the six Pacific jurisdictions throughout the - in the Pacific, two of them being territories in - or excuse me, three of them being territories - here there's actually not falling in the territorial bucket.

Faith-based and community-based organizations as well as American Indian, Alaska Native and Native American organizations are also encouraged to apply.
Ultimately everyone who applies must be able to really demonstrate the capacity to carry out the requirements of the project.

The Title X statute specifies local and regional public or private non-for-profit entities may apply directly to the Secretary for these services that are identified in the FOA.

Funding for the applications that propose to rely on other entities to provide these services, in these cases the applicant must document the process that we use for providing an opportunity to receive sub-awards for qualified entities eligible to receive federal funding.

Part of what this says is the trickledown. So the last clause of this relates to entities eligible to receive federal funding and providing services throughout the service area. What this is saying is that they still need to fall into eligible applicants. So they need to be nonprofits. They can't be a for-profit as that eligibility is not for a Title X Family Planning program.

The FOA provides information and guidance related to the Title X applications, as well as also to some pieces of the process related grants management. Please follow it carefully. And again, reread it. Read and reread it over and if you have questions you can always follow-up with me.

As we go through the application Table I is a very important table, it includes two things.

It includes the applications that are open this year, so the service areas are identified by state. They also follow with the Opportunity Announcement Number, so it is PA-FPH-17 and then three letters that identify and correlate
with that service area. It also indicates the estimated funds available as of publication.

And then finally the due date.

Those two things; the estimated funds available and due date are very important. All of our project start dates are anticipated to either be the 1st of April or the 1st of July.

Multiple awards may be made for service areas in this table. So just because it only lists one area per state or territory that does not mean that there may be multiple grants made for those areas.

And the approximate award amount that is in that first column; that does include indirect costs. So that is the total amount of federal assistance that is being requested from the applicant.

Doing your application obviously you must be able to describe your capacity and capability in able to - that enables you to be able to provide the services required through the Title X program, so both administrative management as well as clinical capacity.

Your proposed project must include all required clinical services. That's in the Title X Program Guidelines or in there and also is supported in the QFP where those are identifying really best practices, evidence-based practices and evidence-informed practices in order to execute on and deliver Family Planning Services to the best ability.

And then we'll - we go through some of the pieces in the application. We'll identify characteristics of successful applicants as well.
One of the most important pieces outside of following the FOA is to be complete. Often one of the challenges in reviewing applications is that thoughts, while you may know what they mean, individuals that don't know your history and that are part of the Objective Review Committee may not always follow the train of thought.

So the clarity is essential in making sure that you get your information across, as well as also actually just making sure that you complete all of the boxes that you need. That includes all of the forms that are required by Grants.gov, all of the Budget forms, and all of the lines within the Budget that are applicable to the application.

Individuals submitting the application forms must also have the legal authority to act on behalf of the organization.

So some of the things that really come out when we think about it are the;

What are the required forms? Those are going to be told to you by the system when you go through it;

Budget information. You'll need both a Detailed Budget as well as a Budget Justification;

And finally the heart of the application, which is the Budget Narrative.

Some of the requirements in order to be able to actually apply as well as receive funding is having a Dun and Bradstreet Number. And there's information on how to request this as well as how to register for SAM, the System for Account Management.
Some of the other programmatic requirements are the Program Abstract Summary, Project Narrative Attachment Form, Disclosure of Lobbying Activities, Evidence of Nonprofit Status if this is applicable to the applicant, your Indirect Cost Rate is applicable, and then also the Budget forms, the SF 424 and the 424A, and then also other assurances, specifically here that the states with non-construction programs are going to - will not incur with the funding that is being provided.

Here's some more information on the Dun And Bradstreet and the SAM registration. Again, these slides should be available either by the end of this presentation or within the week. We're making sure that they're going to be uploaded on our Web site. But also within the application, the same information is in there.

Application is limited. We have two different page limits.

The first one is for the Project Narrative. It cannot exceed 65 double-spaced pages. That does not - that means 65 pages; 66 pages with one word is above the limit and it will - we will talk about it a little bit later but that would exceed that page content for the narrative.

The total of the application must not exceed 150 pages with appendices.

The format must be double-spaced pages using 12 point font. And this is related to and applicable only for the narrative. This doesn't apply to forms, Budget, Budget Justification, assurances, certificates or the abstract -- those are all form-based submissions.
If the application exceeds either the narrative or the total page limit the application will be disqualified and not reviewed.

Limit your appendices. Don't include brochures or bound materials as these are going to be electronic anyway.

And the other notation is what you want - whatever you want to - or however you want to describe your project should be included in your Budget - I'm sorry, excuse me, your Project Narrative. Please do not use the appendices to expand upon what you believe should be in your Project Narrative.

So really what is the Project Narrative and what should it entail? As said before, "It's really the heart of the application." It's where everyone is going to go to when reviewing your application because it provides information related to why the project is needed in the area that you're providing it.

It describes your organizational capacity. It provides specific information of how you are actually going to develop and implement those services that we require. It details the scope of services and actually paints a picture of your project.

It includes SMART goals, so the Specific, Measurable, Achievable, Realistic, and Time-framed goals and objectives that are going to drive your project and drive the outcomes of your project.

And it also establishes a specific Work Plan and evaluation plan.

The Project Narrative is something that we refer to for successful applications. We refer to it throughout the entire Project Period or specifically at least through each Budget Period. This is the agreement and this is what our
funding is based on. Changes to this require our formal process after you've been awarded. So this is again, what you want in here and what you submit is what we're going to hold you to.

Within the application when it is approved becomes part of the agreement, like I said before. The Scope of the Project and the Scope of Services is really - this is the Bible, this is again what we go back to make sure that everything is there. It needs to reflect adherence to the statute, to regulations, as well as program guidelines, including legislative mandates, program priorities, and other key issues.

As I alluded to before, changes to this narrative -- i.e. the scope of your services and the scope of the project -- are a formal process that needs to be addressed to the Office of Grants Management.

Other piece that's incredibly important is the Budget. The SF 424, 424 are budget pages. You need to be able to detail the information that is requested in each of these forms as well as provide a Detailed Budget and Budget Justification.

This explains to us why you're asking for what you're asking for, (unintelligible) from financial assistance, but it also indicates what you believe the total cost of your project would be, that includes all of the other sources of revenue that go to support your project. That's very important for us to be able to see, not just what you're asking from the federal government.

Another important piece of that is it doesn't count toward your budget limit either. So when we look at the differences between - or excuse me, when we look at some of the budget information please follow the form. There are detailed instructions on how to fill out the 424 as well as the 424A. It's not in -
like I said, I believe the best thing would be to follow those first and if you have questions either forward them to me or the applicable person within the Offices of Grants Management.

Salary limitations is something that comes up often and it's something to check and that's something that might be changed before. But the salary of individuals compensated through the - and I'm sorry, it says "Cooperative agreement," but it is actually a grant, must not exceed the level.

And again refer back in to the FOA, I believe that F - actually that Executive Level II has actually increased. So I apologize, this amount is actually below the level. So the actual true level is a little bit higher.

Related to Indirect Cost Rates you have two options; you can either provide within your application, your Indirect Cost Rate that you have negotiated with the federal government or you can use a de minimis 10% Indirect Cost Rate.

In your Budget and Budget Justification really be as detailed as possible. Breakdown items as much as you can, these are questions that always come up. It's really hard to figure out where just a block amount of money is going. For example, if there's a consultant cost let us know what the consultant is about, what it's for. Break it out a little bit more than just saying "Consultant and/or other costs."

Please detail personnel by salary, FTE charged, and fringe benefit information. Line-by-line breakdowns for federal, non-federal resources are - or sources are really helpful for when it is being reviewed by an independent panel.
Uniform Administrative Requirements define cost principles for the federal grants and they also describe how to manage the financial aspects of the award, what are allowable costs, as well as restrictions on the use of funding.

So when you see below it's 2 CFR Part - excuse me, it actually should be replaced by 45 CFR Part 75, 2 CFR 200 is really for the whole federal government. And again, when we upload this back on we'll make this change. 2 CFR - excuse me, 45 CFR Part 75 is for the department. And so I advise you to refer back to that. And there's also links on the OPA Web site, HHS.gov/OPA.

Some of the Budgetary requirements.

Title X funds can't make up 100% of the project's estimated cost. With that being said you must include other financial resources -- Medicaid, payment fees, private insurance.

You see this little circle here; often on average Title X, if we look at it aggregately, Title X makes up about 20% of the total revenue of a grant, and certainly when we look at all of ours together. So that might range individually but that's just a general, in an aggregate, description of where our funding comes from.

Program income is expected and is generated from third-party payers and patient fees. So you should be able to - you should be generating program income that is again, as a result of billing third-party payers which is a requirement of the program. It can be counted as part of the cost sharing requirement however it must be reinvested to further the objectives of the project. So these things again, they go back. It's a continuous cycle, these sources of income.
So how do you submit? Electronic submission is required. When you access Grants.gov and the Web Portal you'll be able to find directions on how to do that.

All applications must be submitted no later than 5:00 pm Eastern Time on the date of the application within Table I. 5:00 pm is a hard time; it is 5:00 pm. And I can't say it again but I will, "5:00 pm Eastern Time" and there is actually no negotiation on that time.

So please read the table carefully. And we recommend applying early as possible. A 99% complete application due early - submitted early is better than 110% application due a minute after 5:00 pm.

Grants.gov will send you a tracking number after you submit the application and also validate the application and send another notice. However sometimes this may - you may receive this after the due date. So again, submitting early ensures that you are aware of it being accepted in the system and potentially in the queue.

Ensure your successful submissions of applications, really follow the step-by-step process. So Grants.gov has its own assistance and guidance on how to actually follow the processes.

This is new. This is very new. This is why we have - this is in red. In the - when you submit your application you are limited to three individual files.

For example File 1 would be the entire Project Narrative. So all - let's assume you submit it at 65 pages.
The second file would be the Budget Narrative, including all the supporting documents described in the Budget Narrative content of the section.

The final file, File 3, would be all of the supporting documents which we refer to as the appendices.

The only exception to this are the required standard forms that you have to submit that are (unintelligible). And if you refer back to Page 38 on the FOA it will be a little bit more descriptive of what this includes.

But again this is very new. This is the first time we're doing it and this is something that will help actually ease both page counting as well as making sure that applications are submitted appropriately and are not reformatted by computer systems or by human error as well.

Any files uploaded or attached to Grants.gov must be in this - in these file formats below; Microsoft Word, Excel or Microsoft PowerPoint, Adobe PDF is acceptable or other image formats as described.

Again H - the department HHS and OASH strongly recommends that electronic applications be uploaded as an Adobe PDF. And that's just from our - both our experience as well as also some technical issues that may occur when you're applying and files getting transferred from one system to another.

Additional information.

Grants.gov will validate each application, as said before. It can take up to 48 hours. So 48 hours may occur after your application due date. And what we again encourage, if you submit early and get this validation earlier you'll be able to know whether or not it has been accepted or not.
Applications submitted under the announcement are subject to the requirements of the Single Point of Contact. And so that's the Intergovernmental Review of Federal Programs. The best place to do this is contact with your state and you'll be able to look on the application, it will have a link for more information related to the Single Point of Contact.

Application Disqualification Criteria; these six elements must be adhered to. If they are not your application will be disqualified and not reviewed.

So they must be submitted electronically via Grants.gov unless an exemption was granted two business days prior to the deadline in Table I. And instructions on how to do - how to request for those are within the FOA.

Project Narrative section must be double-spaced with 1 inch margins on all sides on a standard 8-1/2 x 11 page. The font size should not be less than 12 points for the Project Narrative.

The Project Narrative must also not exceed 65 pages. And again, refer back to the FOA as far as what are not part of the 65-page content.

And finally, the total application including appendices must not exceed 150 pages.

Finally, the two other pieces are other issues that carry just as much weight. Your proposed Budget, so the amount that you're requesting from the federal government, cannot exceed the maximum indicated on the range of award.
So in this case it's actually in - on Table I, that column with Estimated Funds Available for the service area that you are applying. Your request cannot exceed what is in that column.

And then finally, you must be able to - the applications must meet the Application Responsiveness Criteria which we'll go over on the other page - on the next page.

So these are three additional elements which indicate that each applicant must be able to provide evidence that the comprehensive medical, information, educational, social, and referral services related to family planning will be provided as stipulated in 42 CFR Part - excuse me, Part 59 Part 5.

This area of our regulation indicates all of the requirements within the program. And there are other parts of - that are requirements but this is related specifically to being able to provide these services.

Applicants must be able to provide evidence of cost sharing as described in Section C.

And finally, be able to provide evidence that if an applicant is not providing all services directly the applicant has a documented process and selection criteria it will use for providing an opportunity to receive sub-awards to qualified entities eligible to receive federal funding and providing services throughout the service area to meet the needs of the project beneficiaries. So this is - was stated a little bit earlier, but this is also a response in this criteria.

So after you submit and after you've read again, how are the applications reviewed? Well, eligible applications will be reviewed and scored by an independent review team, we call them an Objective Review Committee. This
committee is a formal and confidential. Office of Grants Management and Office of Population Affairs is available during this time but we only respond to both policy and/or general programmatic, we do not opine on the merits of an application during this process.

In addition to the Objective Review Committee, the Office of Grants Management staff does review applications for administrative business compliance and OPA also, headquarters and regional offices review for programmatic.

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. In addition, the following criteria will also be considered in making the awards.

Geographic distribution of services within the identified service areas as described in Table I, as well as also consideration of whether the area best is best served by a single or multiple grantees.

In addition we have also some of the other criteria.

The extent to which funds requested maximize access for the population in need within the entire service area in Table I.

The extent to which projects relying on sub-recipients can provide the required services and best serve individuals in need throughout the anticipated service areas.
And finally, the extent to which projects best promote the purposes of Section 1001, and that is the Title X Family Planning Service Delivery part of the legislation.

After applications have been reviewed by the Objective Review Committee and part of the Office of Grants Management and the Office of Population Affairs Review is a review of risk proposed by the applicant. And so in addition to the merits of it, the department and OASH review to make sure that everything is in accordance with 45 CFR Section 75.205 and this is the area that indicates elements that are considered in the risk assessment.

And as indicated below we talked about and reviewed financial sustainability, the ability to manage the systems that an applicant has indicated that they're going to do, your own history of performance, as well as the results, the reports and findings from audits, and then finally the applicant's ability to effectively implement statutory, regulatory or other requirements imposed on federal entities.

Once applications have been approved and the application is successful, the length of the Project Period is typically awarded up to three years. Non-competing applications, so each application once awarded has a Project Period and is awarded on an annual basis, which we refer to as Budget Periods.

Outside of the first year there's non-competing applications that are required in the interim years. And this is a chance for successful applicants to be able to provide change to their scope, as well as other amendments to what they initially supplied in their original application.

In addition, unsuccessful applicants will be notified by our office; the Office of Population Affairs.
After an application has been awarded and is successful the Office of Grants Management is the official contact for the grantee. All official communication related to the grant should be between the Office of Grants Management and the successful applicant, they are your point of contact.

The Notice of Award; this both identifies the amount of your award as well as your Project Period. It identifies a lot more specific information that is necessary in there, most notably terms and conditions that you are required to be able to adhere to that may be reiterated from the FOA but they also are unique to the Notice of Award.

I think you probably are very familiar with this slide again. But again, we cannot say it too often.

Summary and Tips.

Really be clear within your Project Narrative. This is critical. This is the place that - this is how we award, this is what we base your submission on. This is again, the heart of it.

Try to make it as easy for the reviewer as possible. Follow some type of generalized format. Try not to skip around too much, again make it very easily readable for someone who understands family planning, understands grant administration but may not know your program exactly.

Clearly identify the sections of the application that you're referring back to, this helps make it easy for the reviewer.

And also please do not exceed this - the page limits.
Make all your goals and objectives SMART. We discussed that a little bit earlier.

Activities presented in the Work Plan really need to go back to some type of proposed goal and objective. This again makes it much easier, both for a reviewer to review it but also for us to continue to manage through a successful Project Period.

And then finally, Program Work Plan, Evaluation Plan and Budget really should help complete the picture of how you plan on providing the Title X services that you're applying for.

Staffing should be appropriate and reasonable and really should tie back to what it is that you are trying to accomplish. Really again, be complete in describing what the staff are going to do and the expertise that both the staff are required as well as also have.

So many applications have staff identified, indicate to them why those staff are important. And for those that are proposing staff, indicate what the requirements of those staff will be.

Position descriptions and bio sketches for key personnel should be presented in the appendices. That's the easiest place for us to look at it.

Again, make sure that you provided adequate funds in order to carry out your proposed Work Plan but also make sure that you're defensible in what you're asking for. It should be reasonable and relate directly to the goals and objectives.
Please do not request more funds than are available. This is a part of the disqualification criteria. If you go over what is in Table I in the Estimated Funds Available column your application will not be reviewed.

The operation - Operating Budget should be complete and include federal and non-federal funds. Those are identified in the 424 and 424A.

Projected program income from fees and third-party payers is also critical in that and there are sections in both of those Budget documents to indicate how much is coming from those sources.

You're required to submit it electronically unless there is an exception as indicated in the FOA.

You must have SAM registration and it must be up-to-date in order to submit an application, as well as in order to receive funding. And please don't wait till the last minute to submit something.

There is both contact information for myself in the application as well as for the Office of Grants Management. The best thing to do is contact me for programmatic requirements and questions about that, and for the contact for the Office of Grants Management related to budgetary and administrative requirements.

So as of now we'll open it up for questions. And I believe (Syma) will give us some instructions on how to take those.

Coordinator: Sure, if you'd like to ask a question at this time please press Star 1 and record your first and last name clearly when prompted. Your name is required to introduce your question.
Once again if you have a question or a comment please press Star 1.

David Johnson: Well it looks like we have - well I thought we had a question. There is a question here. So although the FOA says we can change the font in tables it doesn't specify the size of the font. Can tables be in a 10 point font?

Yes, 10 point font would be acceptable in the FOA and I - unfortunately I forget what page it actually is on. But tables have a slight different requirement for formatting.

They can be single spaced in tables but part of the issue is within a table it should be easily readable. I think from all of us, and I'm looking at the Grants Management staff and some programmatic staff, 10 point font is - I'm not going to say that 2 point font isn't, but I would just be very mindful of, again, making it easily readable for the average person and also again clarifying the information in there.

If it's difficult for someone to read it they may not only - they may not understand what you're trying to get or they may misunderstand what it is, causing - really causing just a misunderstanding and possibly a poor score because it wasn't articulated well.

I hope that answers your question.

Coordinator: Our first question over the phone is from (Michelle). Your line is now open.

(Michelle): Hi, I have a question about the Work Plan. It talks about being included in the Project Narrative but the Work Plan can be rather detailed and long. And I'm
just double checking that it's okay to do an overview of the work - of the goals in the narrative but the actual Work Plan can be in the appendix.

David Johnson: Great, thanks. Actually yes, so the actual - the Project Work Plan can be submitted in the appendices.

So you are absolutely right, the Work Plan is incredibly detailed and often several pages. So I think, you know, that's a very good suggestion of providing a general overview within the narrative, again to give the reviewer that. And - but the Work Plan - actually on Page 59, the last page, within the appendices the first area is the Project Work Plan.

So I apologize for, you know, the inconsistency and part of the FOA that indicates that the Work Plan would be part of the narrative. But the Comprehensive Work Plan would be - it would be appropriate to place that in the - as an appendix. Did that answer your question?

(Michelle): Yes, thank you.

David Johnson: Other questions?

Coordinator: I'm showing no further questions at this time.

David Johnson: Actually it appears we have one more question that came over on the Q&A Session on the module and it was, "Would you please clarify submission of Budget Year 1 detail and for the grant period?"

So the grant in and of itself in your Budget Request, in your Detailed Budget and your Budget Justification, the most important year that you should be
describing is the first year. And that doesn't mean though that if you - within - excuse me, let me start over.

So the first year is incredibly important. Within your application you'll be identifying also the length of time that you're requesting for your Project Period. Most Project Periods are awarded in three-year requests but if you happen to request less than that you may request less than that through your Project Period.

With that being said, the first one is a very detailed year. Often out years two and three you should submit a Budget for Year 2 and a Budget for Year 3 assuming that you are applying for a three-year. You should be submitting a Budget for each of the years that you are applying for.

Often those out years are very similar to your first year. We're going to focus a whole lot more on Budget Year 1 simply because the award is based on the availability of funds given that, and the federal government does not provide additional resources for the out year, at least for our program. We have moneys that are only - be able to be awarded within the fiscal year that we've been awarded.

So that might be a little bit longer than you were asking but I think the crux of it is each of your years that you are asking or requesting or proposing your project to be should include a budget year - a budget and combined with your justification. Page 24 goes into more detail about that.

Let's see, so another question came out. On the last page of the FOA it says, "To include a list of categories of contraceptive methods and a list of contraceptive methods;" what is the difference?
So a list of categories of contraceptive methods; those are the methods that fall in. So when we say "A broad range of contraceptive methods" we have 18 different method types.

When we talk about actually the list of actual contraceptive methods that might be the different types of contraceptive methods. For example an oral contraceptive - oral hormonal contraceptive, you'd be indicating all of the items that you're proposing to have.

Example again, for an IUD you might be providing - the category might be an IUD. What IUDs or what IUSs are you providing? Obviously for implants it's a little bit easier.

But when we think about oral contraceptives that's probably the - I guess the clearest that we can use as an example of saying there are several different types, so we go monophasic, triphasic, progestin only, et cetera. Indicate those within that what you are planning or believe that you'll be providing as those types.

Hopefully this answers that question. And if it didn't answer that question please follow-up with another one.

(Syma), anything else in the queue or?

Coordinator: …at this time.

David Johnson: Great. Well since it's been a few minutes and we're approaching, I believe 3 o'clock. I will probably keep it open for another minute or so. This is interesting, I'm getting - here's another question that came out, "When do we expect the award notice?"
So that's - so there's two things. We would expect to have your notice of award two weeks prior to the anticipated start date. So if we are anticipating April 1 starts we would anticipate getting your Notice of Award to you on or around the 17th of March, which would be about two weeks prior to that. Ideally we'd like to get them as soon as possible, but that's at least what our schedule looks like on our end.

And again, if other questions, you know, arise between now and the submission date please feel free to contact me. Just to remind everyone, the first application due date is about a month from now, it is December 16 at 5:00 pm Eastern Time. The next application submission date is April - excuse me, is March 1.

And so for those that have been in the system or who have reviewed the applications from previous years, these dates are actually - are earlier than they have been historically. So this first date is about 15 days earlier than it has been in the past and the due dates for July starts is about 30 days earlier than. And so we are doing this to make sure that we can get you guys, successful applicants, notices as early as possible.

With that I think we will end the call. And like I said, "If you have questions programmatically please contact me, and if you have them related to administrative or budgetary questions please direct those to the Office of Grants Management and that contact is on Page 56 of the application.

Thank you very much and have a great weekend.

Coordinator: This now concludes today's conference call. All lines may disconnect at this time. Thank you.