Coordinator: Welcome and thank you for standing by. At this time all participants are on a listen-only mode until the question and answer section of today's conference. At that time you may type your question in the question and answer chat section on the bottom right corner of the WebEx platform.

I would like to inform all parties that today's call is being recorded. If you have objections you may disconnect at this time. I would now like to turn the comments over to Ms. Mousumi Banikya-Leaseburg. Thank you, you may begin.

Mousumi Banikya-Leaseburg: Thank you so much (Chelsea). Good afternoon to everyone joining us today from across the country and welcome to the (TA) webinar for the Office of Population Affairs FY2020 Funding Announcement for the provision of publicly funded Family Planning Services in Areas of High Need.

I hope folks are doing well and are safe wherever you are today. My name is Mousumi Banikya-Leaseburg and I serve as the Lead for our Title X Family Planning Service Delivery Program.

Joining me today is Dr. Scott Moore, the Grants Management Officer who leads the OASH Office of Grants and Acquisitions Management, as well as Lieutenant Commander (Cynda Hall) and Mrs. (Shenena Armstrong-Merchant), who are both Project Officers on the Title X team.
FOA-Nationwide vs. Maryland

[Slide displays the following information:
For MD: FY2019 Title X Family Planning Services FOA, revised for dates and other grants management requirements, can be found on grants.gov under announcement PA-FPH-20-002
https://www.grants.gov/web/grants/viewopportunity.html?oppId=308947
Here is where you can access the TA webinar slides for MD:

On February 14, 2020 the U.S. District Court for the District of Maryland issued a permanent injunction against enforcing the 2019 Title X final rule in the state of Maryland only. Therefore applicants proposing to provide services in Maryland need to submit an application under the programmatic guidance in the FY2019 Title X Family Planning Services Funding Opportunity Announcement, which was posted on November 7, 2018 and revised January 15, 2019 when the 2019 Title X final rule was not in effect.

The FY2019 Title X Family Planning Services FOA has been revised for dates and other grant management requirements and can be found on grants.gov under announcement number PA-FPH-20-002. Because of this permanent injunction all services provided in Maryland must be in compliance with the previous regulation until further notice. Applications under this notice, which is 001, and the Maryland service area only notice 002, will be reviewed under the respective review criteria of each notice and ranked in a single list for funding consideration.

During this webinar we will be talking about the expectations, content, and scoring for the nationwide FOA that is 001. For applicants proposing to provide services in Maryland you will find the FOA for Maryland by
following the link on your screen, and we also have (TA) materials on our OPA website which you will also be able to access following the link on the screen.

Now if you intend to submit an application to serve clients in Maryland you may remain on this call to listen to the application submission and some other relevant administrative guidance.

**Call Logistics**
A little housekeeping before we move on to content, please note that you are in listen-only mode for the duration of this webinar. Unfortunately we will not be able to take live questions today, however you may e-mail your programmatic questions to me, mousumibanikyaleaseburg@hhs.gov. You may also type in questions using the Q&A function at any time during this webinar.

If you choose to type in your questions on this webinar, please understand that your questions will be answered using a frequently asked question, or FAQ document, for this funding announcement that will be posted on the OPA website under Grants and Funding. The link is provided on the screen.

[Slide displays the following link: https://www.hhs.gov/opa/grants-andfunding/grant-opportunities/index.html]

The FAQ document will be updated frequently so it would be a good idea to read the FAQs to see if there are any new questions and answers. Please also note that the webinar presentation materials will also be posted to the OPA website in about a week or so.

**Purpose of Today’s Webinar**
The purpose of today's webinar is to review the expectations, application
content, and the application submission instructions for this FOA and to help prepare applicants to submit responsive and compelling applications by the due date of Tuesday, July 28, 2020 at 6:00 pm Eastern.

Applications received after that deadline will be deemed late and will not be eligible for review. We also will have the opportunity at the end of this presentation to share our answers to a few questions we have already received about this funding opportunity announcement.

**OPA Mission**

[Slide displays the following text: OPA administers the Title X family planning program, the Teen Pregnancy Prevention program, the Pregnancy Assistance Fund program, and the Embryo Adoption Awareness program]

OPA is a staff division within the U.S. Department of Health & Human Services, Office of the Assistant Secretary of Health, or OASH. OASH's primary focus is to lead America to healthier lives especially for those who are most vulnerable, including those who have suffered historic disparities in health outcomes. In support of this vision OPA promotes health across the reproductive lifespan through innovative evidence-based adolescent health and family planning program services, strategic partnerships, evaluation and research.

**FOA Review**

Now let's begin with an overview of this Funding Opportunity Announcement. The most important point to emphasize is that OPA encourages applicants carefully review all program requirements, all eligibility information, the formatting submission information, and other information in this FOA to ensure that your application comprises all the requirements and instructions.

**Funding Announcement Role**
As you know Funding Opportunity Announcements, or FOAs, provide information and guidance related to applications. Please read the entire funding announcement and all information provided in the FOA takes precedence over any conflicting information in other documents unless explicitly provided by the Grants and Acquisitions Management office.

**FY20 Title X Services Grants: Providing publicly funded Family Planning Services in Areas of High Need**

Here is a snapshot of the Funding Opportunity Announcement. Approximately $18 million is available for competing grants throughout the nation. OPA intends to fund an estimated five to ten grants between $250,000 to $4 million each annually for up to two years to public and/or non-profit private entities to assist in the establishment and operation of voluntary family planning projects. The anticipated start date is September 1, 2020 and the budget period is 12 months. Please note that the FY2020 grants awards under the authority of Title X of the Public Health Service Act. That is this notice of 001 and the PA-FPH-20-002 will be awarded based on the need of the applicant for the Title X funding overall.

**The Goal**

The goal of this FOA is to provide Title X family services in areas of high need.

**Who is eligible to apply?**

[Slide displays the following text:

- This notice solicits applications for projects from entities throughout the 50 United States, District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, and Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall
Islands (hereafter, States) **to expand voluntary family planning services in areas that are currently unserved and/or underserved by the Title X network in all service areas other than Maryland.**

Entities throughout the 50 United States including all of our territories are eligible to apply. Again for this particular FOA it's nationwide except Maryland, and for the 002 it is Maryland - entities serving Maryland - clients in Maryland only.

**FOA (PA-FPH-20-001) Focus:**

Given that the purpose of this nationwide FOA is to expand voluntary family planning services in areas that are currently underserved or unserved by the Title X network, OPA encourages applications that would meet the needs of populations in geographical areas where family planning services are currently limited or not available.

Currently geographical gaps exist in the availability and coverage of the Title X family planning services that include the states of Maine, Oregon, Utah, Vermont, Hawaii, Washington, where there are no active Title X family planning coverage or service sites, as well as Alaska, Connecticut, Illinois, Maryland, Massachusetts, Minnesota, New Hampshire, and New York where there are limited Title X coverage or service sites.

Applicants may propose to serve additional unserved and/or underserved areas within a currently funded state, or in other states, or may propose to expand services to each additional underserved area within the service area of a current Title X grant.

And with that I would now like to hand it over to my colleague, (Cynda), to share some background information and talk about the Title X regulations or requirements that govern this FOA. (Cynda), the mic is yours.
Title X Program Description

Background

(Cynda Hall): Thank you Mousumi. Good afternoon everyone. I will be walking you through the Title X program requirements starting with the program description which can be found on Page 7 of the FOA.

Section 1001 of Title X of the PHSA authorizes grants to assist in establishment and operation of voluntary family planning projects, which offer a broad range of acceptable and effective family planning methods and services including natural family planning methods, infertility services and services for adolescents. Natural family planning methods are now referred to fertility awareness-based methods.

Title X Requirements – Program Priorities

[Slide displays the following text:
Title X Priorities include all of the legal requirements covered within:
• Title X statute (42 U.S.C. Part 300)
• Title X Regulations (42 CFR Part 59 Subpart A)
  o Financial Accountability (45 CFR Part 75 Subpart E. (59.9)
  o Provision of Services
  o Prohibitions on Abortion
  o Subrecipient monitoring
  o Community Engagement, Information and Education
  o Compliance and Staff Training
• Legislative mandates]

The Title X program priorities include all of the legal requirements covered within the Title X statute, regulations and legislative mandates. All applicants comply - must comply with the requirements regarding the provision of family planning services that can be found in the statute Title X of the Public Health Service Act, 42 U.S.C. 300 et seq and implementing regulations found
at 42 CFR Part 59 Subpart A.

All activities funded under this announcement must be in compliance with requirements of the Title X statute, any legislative mandates, and any program regulations as of the time the requirement is applicable and in effect. Applicants may download copies of the Title X statute, regulations and legislative mandates from the OPA website.

On March 4, 2019 HHS issued a final rule to revise the regulations that govern the Title X family planning program. This rule entitled, Compliance with Statutory Program Integrity Requirements, was published in the Federal Register. In addition the Title X regulations 42 CFR Part 49 Subpart A are attached to this funding announcement at Appendix B.

**Title X Regulations: Financial Accountability**

The Title X regulation, Financial Accountability, can be found in the FOA on Page 12. Grants under 42 CFR Part 59 Subpart A shall be expended solely for the purpose of which the funds were granted in accordance with the approved application and budget, the Title X implementing regulations, the terms and conditions of the award, and the applicable cost principles prescribed in 45 CFR Part 75 Subpart E.

Funds shall only be used for the purposes and in direct implementation of the funded project expressly permitted by 42 CFR 59 Subpart A, and authorized within Section 1001 of the Public Health Service Act, that is to offer family planning methods and services.

**Title X Regulations: Provision of Services**

The Title X regulation, Provision of Services, starts on Page 13 of the FOA and I will cover these over the next several slides. A project must provide for
medical services related to family planning and referral to other medical facilities when medically necessary consistent with 59.14(a) and provide for the effective usage of contraceptive devices and practices. (59.5(b)(1))

A project must provide a broad range of acceptable and effective family planning methods and services within the entire Title X project. Entities providing one - only one method of family planning can participate as a part of a project as long as the entire project provides a broad range of family planning methods and services. (59.5(a)(1))

A Title X project must provide for social services related to family planning including counseling, referrals to and from other social and medical services agencies, and any ancillary services which may be necessary to facilitate clinic attendance. (59.5(b)(2))

A project must offer either comprehensive primary healthcare services onsite or have a robust referral linkage with primary health providers who are in close physical proximity to the Title X site in order to promote holistic health and provide seamless care. (59.5(a)(12))

A project must provide services without the imposition of any durational residency requirement or requirement that the patient be referred by a physician. A project must provide that the family planning medical services will be performed under the direction of a physician with special training or experience in family planning. (59.5(b)(6))

A project must provide services in a manner which protects the dignity of the individual without regard to religion, race, color, national original, handicapping condition, age, sex, number of pregnancies, or marital status and without subjecting individuals to any coercion to accept services or to employ or not to employ any particular methods of family planning. Acceptance of
services must be solely on a voluntary basis and may not be made a prerequisite to any other program of the applicant. (59.5(a)(2)(4))

The project must encourage family participation in the decision to seek family planning services, and with respect to each minor patient ensure that the records-maintained document the specific actions taken to encourage such family participation, or the specific reason why such family participation was not encouraged. (59.5(a)(14))

A project must provide that all services purchased for the project participants will be authorized by the project director or his designee on the project staff. (59.5(b)(7))

A project must, except as provided in 59.14(a), provide for coordination and use of referral arrangements with other providers of health care services, local - local health and welfare departments, hospitals, voluntary agencies, and health services projects supported by other federal programs. (59.5(b)(8))

A project must ensure confidentiality of services. All information as to personal facts and circumstances obtained by the project staff about individuals receiving services must be held confidential and not be disclosed without the individual's documented consent, except as may be necessary to provide services to the patient or required by law. (59.11)

A project must provide referral for prenatal care. Title X funds are intended only for family planning. Once a client served by a Title X project is medically verified as pregnant, she shall be referred to a healthcare provider for medically necessary prenatal healthcare.

A Title X provider may also choose to provide the following counseling and/or information to her: nondirective pregnancy counseling when provided
by physicians or advanced practice providers; a list of licensed, qualified, comprehensive primary healthcare providers including prenatal care; a referral to social services or adoption agencies; and/or information about maintaining the health of the mother and unborn child during pregnancy.

A project must provide services to persons from low income families at no charge except to the extent that payment will be made by a third party, including a government agency, which is authorized to or is under legal obligation to pay this charge.

A project must charge persons other than those from low income families for services provided in accordance with a schedule of discounts based on the ability to pay, except persons from families whose annual income exceeds 250% of the levels set forth in the most recent poverty guidelines issued pursuant to 42 U.S.C. 9902(2).

If a third party is authorized to pay for services all reasonable efforts must be made to obtain the third-party payment without application of any discounts. Where cost of services is to be reimbursed under Title XIX, XX and XXI of the Social Security Act, a written agreement with the agency is required. (59.5(a)(7-9)).

A Title X project director may find that low income families will also include the members of the family whose annual income exceeds 100% of the most recently - most recent poverty guidelines, but who as determined by the project director are unable for good reasons to pay for family planning services.

Unemancipated minors who wish to receive services on a confidential basis must be considered on the basis of their own resources, provided that the Title X provider has documented in the minor's medical record the specific actions
taken by the provider to encourage the minor to involve his or her family in the decision to seek family planning services, except that documentation of such encouragement is not to be required if the Title X provider has documented in the medical record that they suspect the minor is a victim of child abuse or incest and it has, consistent with state or local law, reported the situation to the relevant authorities.

For the purpose of considering payment for contraceptive services only, where a woman has health insurance coverage through an employer that does not provide the contraceptive services sought by the woman because the employer has a sincerely held religious or moral objection to providing such coverage, the project director may consider her insurance coverage status as a good reason why she is unable to pay for contraceptive services. In making that determination the project director must also consider other circumstances affecting her ability to pay such as her total income. (59.2)

If family planning services are provided by contract or other similar arrangements with actual providers of services, services will be provided in accordance with a plan which establishes rates and methods - method of payment for medical care. These payments must be made under agreements with a schedule of rates and payment procedures maintained by the grantee. The grantee must be prepared to substantiate that these rates are reasonable and necessary. (59.5(b)(9))

**Title X Requirement: Prohibition of Abortion**

A Title X requirement, Prohibition of Abortion, can be found in the FOA on Page 19. A project may not perform, promote, refer for or support abortion as a method of family planning, nor take any other affirmative action to assist a patient to secure such an abortion. (59.5(a)(5); 59.14(a))

A project may not receive Title X funds unless the grantee provides
assurances that the project does not provide abortion and does not include abortion as a method of family planning and will comply with 59.13 through 59.16 of the regulation. A project must comply with these requirements at all times during the project period. (59.13)

A project may not encourage, promote or advocate as abortion as a method of family planning. This restriction prohibits actions in the funded project that assist women to obtain abortions for family planning purposes or to increase the availability or accessibility of abortion for family planning purposes.

Prohibited actions include the use of Title X funds for the following: lobbying for passage of legislation to increase in any way the availability of abortion as a method of family planning; providing speakers or educators who promote the use of abortion as a method of family planning; attending events or conferences during which the grantee or subrecipient engages in lobbying; paying dues to any group that as more than an insignificant part of its activity advocates abortion as a method of family planning, and does not separately collect and segregate funds used for lobbying purposes; using legal action to make abortion available in any way as a method of family planning; and developing or disseminating in any way materials advocating abortion as a method of family planning. (59.16(a))

A Title X project may not use the provision of any prenatal, social service, emergency medical, or other referral of any counseling or of any provider lists as an indirect means of encouraging or promoting abortion as a method of family planning.

The list of licensed, qualified, comprehensive primary healthcare providers may be limited to those that do not provide abortions, or may include licensed, qualified, comprehensive primary healthcare providers, including providers of prenatal care, some but not the majority of which also provide abortions as a
part of their comprehensive healthcare services. Neither the list nor project staff may identify which providers on the list perform abortions. (59.14(c))

A project must be organized so that it is physically and financially separate from activities which are prohibited under Section 1008 of the Public Health Service Act and 59.13, 59.14 and 59.16 of these regulations from inclusion in the Title X program. In order to be physically and financially separate, a Title X project must have an objective integrity and independence from prohibited activities.

Mere bookkeeping separation of Title X funds from other monies is not sufficient. Factors that are relevant to HHS's determination as to whether a Title X project has an objective integrity and independence from prohibited activities are included in 42 CFR 59.15(a) through (d).

**Title X Requirement: Subrecipient Monitoring**

Title X requirement, Subrecipient Monitoring, can be found on the FOA - in the FOA on Page 21. A Title X project must ensure transparency in the delivery of services by reporting the following information in the grant application and in all subsequent reports: subrecipients and agencies or individuals providing referral services by name, location, expertise and services provided or to be provided; detailed description of the extent of the collaboration with subrecipients, referral agencies, and any individuals providing referral services in order to demonstrate a seamless continuum of care for clients; and clear explanation of how the grantee will ensure adequate oversight and accountability for quality and effectiveness of outcomes among subrecipients. (59.5(a)(13))

Unless otherwise specified the requirements imposed by 42 CFR Part 59 Subpart A apply equally to grantees and subrecipients, and grantees shall require and ensure that subrecipients comply with the requirements contained
in these regulations pursuant to their written contacts with such subrecipients.

Additionally except for 42 CFR 59.4, 59.8 and 59.10, the Title X implementing regulations are also applicable to the execution of contracts under Section 1001 of the Public Health Services Act (42 U.S.C. 300). (59.1(a) and (b)).

**Title X Requirement: Community Engagement, Information, and Education**

The Title X requirement, Community Engagement, Information and Education, can be found in the FOA on Page 22. A Title X project must provide an opportunity for maximum participation by existing or potential subrecipients the ongoing policy decision-making of the project. (59.5(a)(10))

A project must provide for informational and educational programs designed to achieve community understanding of the objectives of the program, inform the community of the availability of services, and promote continued participation in the project by persons to whom family planning services may be beneficial. (59.5(b)(3))

A Title X project must provide a satisfactory assurance that the project shall use an advisory committee to review and approve informational and educational materials developed or made available under the project prior to distribution to assure that the materials are suitable for the population or community to which they are made available and the purposes of Title X.

The project must not disseminate any such materials which are not approved by the advisory committee. Guidelines for establishing the advisory committee are included in 42 CFR 59.6(b). (59.5(a)(11); 59.6(a)) Guidelines for establishing the Advisory Committee are included in 42 CFR 59.6(b).
Title X Requirement: Compliance & Staff Training

The Title X requirement, Compliance and Staff Training, can be found in the FOA on Page 23. A Title X project must provide for orientation and in-service training for all project personnel. (59.5(b)(4)) A Title X project must comply with all state and local laws requiring notification or reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, or human trafficking.

A project may not receive funds unless it provides appropriate documentation or other satisfactory assurance that it has in place and implements a plan to comply with state notification laws.

Such a plan shall include: a summary of obligations of the project or organizations and individuals carrying out the project under the state notification laws; timely and adequate annual training of all individuals serving clients for or on behalf of the project regarding state notification laws; policies and procedures of the Title X project and/or provider with respect to notification and reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, human trafficking; appropriate interventions, strategies, and referrals to improve the safety and current situation of the patient; and compliance with state notification laws; protocols to ensure that every minor who presents for treatment is provided counseling on how to resist attempts to coerce them into engaging in sexual activity, and commitment to conduct a preliminary screening of any minor who presents with a sexually transmitted disease, pregnancy, or any suspicion of abuse in order to rule out victimization of a minor. Projects are permitted to diagnose, test for and treat STDs (59.17(b)(1)); maintains a record to demonstrate compliance with each of the requirements included in bullet (I) including which indicates the age of the minor client, indicate the age of the minor client's sexual partner if such age is an element of state notification law under which a report is required. And document each notification or report any
pursuant to such state notification law. (59.17(b)(2))

**Legislative Mandates**

So legislation mandates can design in the (FOA) on pages 25 and 26.

The following legislative written mandates have been a part of the title X appropriation language for the last several years. Title X demonstrated services should include administrative, clinical, counseling, and referral services as well as training of staff necessary to ensure adherence to (those) requirements.

“None of the funds appropriated in this Act may be made available to any entities under the Title X of the (PHS) Act unless the applicant for the award certifies to the Secretary of Health and Human Services that it encourages family participation and the decision of minors to seek family planning services and that it provides counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.” and

“Notwithstanding any other provisional law, no provider of services under title X of the (PHS) Act, shall be exempt from any state law requiring notification for the reporting of child abuse, child molestation, sexual abuse, rape, or incest.”

Copies of the title X statutes, regulations, and legislative mandates may be downloaded from the (OPA)'s website. All activities funded under this announcement must be in compliance with the title X statutes as well as the program requirements and legislative mandates as applicable. Copies of the statute, regulations, and legislative mandates are available at:
[Slide displays the following link for the OPA’s website: https://www.hhs.gov/opa/title-x-family-planning/about-title-x-grants/ ]
Handing it back over to you, Mousumi.

Mousumi: Thank you so much, (Cynda), for walking us through the important titles and requirements that's covered in this (FOA).

I know that, you know, the language is very technical and it's - sometimes it's very confusing but it's really great to be aware of these requirements and follow them to the tee because that is the expectation for this (FOA) and when in doubt please refer back to them.

And if you have any questions please feel free to reach out during the development of your application.

So I wanted to shift gears a little bit now to talk about the scope of title X family planning services for this (FOA) and the key issues identified in the FY2020 (FOA).

**What are Title X Family Planning Services?**

Title X family planning services are those services offered to individuals that assist them in preventing or achieving pregnancy. There should be - these should be client centered such that the care is respectful of and responsive to individual client preferences, needs, and values.

**Core Family Planning Services**

On pages 10 and 11 of this (FOA), (OPA) defines a core set of family planning services, that we expect each funded project to provide. Additionally there are references to providing quality family planning services or QFT.

And please use these guidelines in developing your application. Core family planning services as identified in the (FOA) should be addressed in your application and you should include discussions with the client about their
reproductive life plan, a broad range of acceptable and effective family planning methods and services for delaying or preventing pregnancy, which should include adolescent counseling on delaying sexual activity, instructions on fertility awareness based methods, and the availability of several categories of contraceptive methods. [Slide displays examples of contraceptive methods: such as: hormonal methods (oral contraceptives, rings and patches, injection, implants, intrauterine devices or systems), barrier methods (diaphragms, condoms), and/or permanent sterilization.]

Now the (FOA) clarifies that broad range should include hormonal contraception offered by each project although not necessarily by every sub-recipient. Guidance is provided for applicants planning to only provide limited family planning services.

They must either select sub-recipients who offer additional family planning services so that the project as a whole provides a broad range of family planning services or they can - or those entities - can act as sub recipients as part of another applicant's project.

Now, the broad range of family planning services does not include abortion as a method of family planning. Though a broad range should include, however, several categories of methods, such as abstinence counseling, hormonal methods, oral contraceptives, rings, and patches, injections, hormonal implants, intrauterine devices or systems, the barrier method - that is the diaphragms, condoms, fertility awareness-based methods, and permanent sterilization.

The broad range would not necessarily need to include all categories but should include hormonal methods since these are requested most frequently by clients and are among the methods shown to be most effective in preventing pregnancy.
And then of course there's pregnancy testing and counseling in accordance with the title X regulations.

Additionally, we have services centered around pre-conception health and achieving pregnancy in the core family planning services, and these include basic infertility services; STD prevention, education, screening, and treatments; HIV testing and referral for treatments when appropriate; and Screening for substance use disorders and referrals when appropriate.

**FY Title X Key Issues**

Applicants may also include other reproductive health and related preventive health services, that are considered beneficial to reproductive health. Such as HPV vaccination, provision of HIV pre-exposure prophylaxis, or PrEP, breast and cervical cancer screening, and screening for obesity, smoking, drug and alcohol use. Mental health and intimate partner violence.

On pages 27 to 28 on the (FOA) you will find information on 10 key issues.

While the requirements derived from statutes, regulations, and legislative mandates described by (Cynda) are program priorities there are additional key issues that represent overarching goals for the title X program.

These are determined based on priorities set by the office of the assistant secretary for health and the office of the secretary for the Department of Health and Human Services.

Applicants should provide documentation on how they will address these key issues in their application.

The FY 2020 key issues are as follows:
Assuring innovative quality family planning and related preventative health services that lead to improved reproductive health outcomes

Providing the tools necessary for the inclusion of substance abuse disorders, screening, and to family planning services offered by title X, following a model that promotes optimal health outcomes for clients, by emphasizing comprehensive primary care services along with family planning services taught preferably in the same location, or to nearby referral providers.

Then providing resources that prioritize optimal health outcomes for individuals and couples. And then providing counseling for adolescents that encourages sexual risk avoidance.

Then additionally we have key issues around communicating in the growing body of information for a variety of family fertility awareness base methods and providing tools, education and tools, then fostering interaction with community and safety organizations to develop a network of referrals or tied referrals when needs outside the scope of family planning are identified.

Then accurately collecting and reporting data. Such as a family planning annual report or (FPAR) data, promoting the use of standardized instruments, such as the (OPA) program review tool to regularly perform quality assurance and quality improvement activities.

And then increasing attention to the CDC's screening recommendations for chlamydia and other STIs as well as HIV testing that have potential long-term impact on fertility and pregnancy.

So we have covered a lot of content already. I hope that folks are typing in
their questions in the Q&A box. We have (Nena) monitoring the box and collecting questions and as a reminder we will be answering your questions for an FAQ document so please keep the questions coming.

I'm going to now shift a little bit again to talk about the application contents.

**Project Narrative**

There are three components to the application. That is the project narrative. Budget narrative. And appendices.

So project narrative is located, information on the project narrative is located on pages 36 through 39 of the (FOA) and it is the most important part of the application. Since it will be used at the primary basis to determine whether your project meets the minimum requirements for an award under this announcement.

The project narrative should provide a clear and concise description of your project organized as the needs statement, project capability, and project management, goals, objectives, and activities.

Please be sure to carefully read the (FOA) for the full description of the required project narrative components and please be sure to keep in mind the title X regs, the key issues, when you're developing your project narrative.

[Slide displays the following information:

Components to include:

- Need statement
- Project Capability and Project Management
- Goals, Objectives, and Activities

Provide evidence of ability to comply with Title X Statutes and Regulations. Detailed information for each component can be found on pages 36-39. ]
All of these components mentioned here - they address critical program elements and really demonstrates an applicant's ability to administer required clinical, financial, and operational components necessary to successfully carry out a title X family planning project.

**Project Narrative Component 1: Need Statement/Description of Need (30 points)**

So component one is the need statement or the description of need which is allotted 30 points. Your proposal needs to include a description of existing gaps in the title X services, in the areas that it will cover as well as description of how the grant funds will best be used to address the identified needs.

Also described in detail is geographic area to be served, including a demographic - including - so a demographic description of the specific populations in need of services.

I don't need to overemphasize that this - since this (FOA) is focused on areas of - or populations of high needs, this particular section is going to be of utmost importance.

Describe in detail how your proposed project will expand title X services in the identified areas un-served and are under-served by the current title X network and clearly demonstrate that you have assessed how best to use the available funds and where funds will be of most assistance.

The cost per user and per encounter should appear reasonable.

You will need to demonstrate that you have taken into account the number of patients to be served while also targeting areas that are more sparsely populated and are places in which there are not adequate family planning
services available.

You will have to demonstrate that family planning services are needed locally as a proposed- and you can propose innovative ways to provide services to unserved or under-served communities.

In the current environment we have already seen that telehealth has come to the forefront so this would be, you know, something that you could consider.

Then include any program data analysis or needs assessment that were completed to identify the project's specific needs.

And then clearly demonstrate the relative need for the federal funds which I already mentioned.

**Project Narrative Component 2: Project Capability & Project Management (20 points)**

The component - the second component comes in, too, is the project capability, and project management section, which is allotted 20 points.

[Slide displays the following text:
Describe the administrative, management, and clinical capability of your organization to ensure program integrity, manage and implement grant activities, as well as organize and operate effectively and efficiently. This description should contain evidence of capacity to make rapid and effective use of grant funds, including ability to procure a broad range of diverse subrecipients, as applicable, in order to expand family planning services available to patients in the project area. ]

You will have to demonstrate your capacity to make rapid and effective use of the federal assistance and documented with available administrative stats and
a details plan for the selection and oversight of qualified sub-recipients.

You will also need to address how you will ensure program integrity, including a description of the steps that will be taken to ensure that the grant funds are used effectively and efficiently.

In the second, describe your accomplishments with and effectiveness managing similar projects in the past and demonstrate that you are experienced in providing clinical health services and are qualified to provide core family planning services for individuals that confirm to current professional and medical standards of care.

Additionally in this section you would demonstrate a project management structure and design that will enable accountability and describe adequate facilities and staff both for you if you are the prime applicant and any proposed sub-recipients, demonstrating that you are well equipped and well trained to provide clinical family planning services.

You must also demonstrate a process and the capability to collect required data as you report those measures annually in FPAR, for the applicant as well as all separate sub-recipients. A process for ensuring all the core family planning services will be provided within each project a process for systematically assessing the quality of services provided throughout the project and a methodology for ensuring that their health practitioners are up to date with the knowledge and skills necessary to provide effective for family planning services and preventive health services.

Do clearly outline the responsible staff and describe how you will monitor and track process - progress, sorry -- on the projects proposed activities. The staffing plan must adhere to the title X regulatory requirements, that family planning and medical services be performed under direction of a physician
with special training or experience in family planning. And provide evidence that staff providing clinical services (e.g., physicians, state-recognized advanced pracitice nurses, physician assistants) will be licensed and function within the applicable professional practice acts for the states where they practice.

**Project Narrative Component 3: Goals, Objectives & Activities (40 points)**

[Slide displays the following text:

- Describe the project’s goal(s) and major objectives. Goal statements should be directly supported by related outcome objectives that are Specific, Measurable, Achievable, Realistic, and Time-framed (S.M.A.R.T.) and designed to identify and monitor progress in the development and implementation of project activities, as well as to measure program outcomes.
- Provide a clear and concise description of the activities being proposed to address the need described in the “Need Statement”.
- Explain the rationale for implementing the proposed activities and present a clear connection between identified needs and the proposed activities.
- Detail the nature of the activities to be undertaken and note any major barriers anticipated and how the project will be able to overcome those barriers.
- Provide a detailed work plan for the proposed project activities covering the two year project period.]

And now moving on to component three of the project narrative. The goals, objectives, and activities. This section is allotted 40 points. Please clearly describe the grant project. Including goal statements and related outcome objectives that are marked. That it's specific, measurable, achievable, realistic, and time-framed.
Proposed activities must be feasible, and clearly connected to the identified (themes).

That - it's very important. And likely to achieve the stated outcomes, excuse me - note any major anticipated barriers along with how you propose to overcome such barriers. And provide a description of how the project will address the key issues identified in the program description.

Excuse me. So, in the project narrative, in the goal of objectives and activities sections, you will need to clearly describe your plans for affirmative compliance with each requirement of the title X regulations.

As (Cynda) had mentioned, the regulations are attached to appendix B, and there is a link to the (ECFR) as well. In appendix A of the (FOA) we have also provided a sample table, which includes a summary of regulations and you may use it if you think it would be helpful.

[Slide displays the following table:

<table>
<thead>
<tr>
<th>Summary of Title X Regulation Requirement</th>
<th>Applicant Description of Plans to Address the Regulation Requirement in the Title X Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Financial Accountability</td>
<td></td>
</tr>
</tbody>
</table>

(Full text of the regulation available in Appendix B and at https://www.ecfr.gov/cgi-bin/text-idx?SID=beacfd044d5a71d9f9db2a76300994972&mc=true&node=sp42.1.59.a &rgn=div6)
1. Any funds granted under 42 CFR Part 59, Subpart A, shall be expended solely for the purpose for which the funds were granted in accordance with the approved application and budget, the Title X implementing regulations, the terms and conditions of the award, and the applicable cost principles prescribed in 45 CFR part 75, subpart E. (§59.9)

2. Title X funds shall not be used to build infrastructure for purposes prohibited with these funds, such as support for the abortion business of a Title X grantee or subrecipient. Funds shall only be used for the purposes, and in direct implementation of, the funded project, expressly permitted by 42

So, basically, against each of the summary of the title X regulation requirements, you will describe your plan to address the regulation requirements in the title 10 project. (Okay).

**Project Narrative Component 3: Goals, Objectives & Activities**

And then moving on with additional content. Other goals, objectives, and activities. Your project plan must adhere to the title X statutory purpose and goals for the establishment and operation of voluntary family planning projects while meeting all the statutory and regulatory requirements and restrictions. Including that none of the funds shall be used in programs where abortion is a method of family planning.

Describe how your project will address the key issues under program description that I had discussed earlier (B.3).
And then finally the budget is allotted 10 points and (Scott Moore) will - from (GAM) will go over this section a little bit - in a little bit more detail. But a few points to remember is that you must provide a budget justification to support the activities proposed in meeting the program objectives.

Budget (10 points)

[Slide displays the following text:

- For Year 1: Detailed line-item budget that includes calculations for all costs and activities by "object class categories" identified on the SF-424A and justification of the costs. You must indicate the method you are selecting for your indirect cost rate. Demonstrate matching.

- For Year 2: Provide a summary narrative and line item budget. For categories or items that differ significantly from the first budget year, provide a detailed justification explaining these changes.

- Your budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and/or product. Provide details on the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective.

- If you plan to select the subrecipients/contractors post-award and a detailed budget is not available at the time of application, you must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.]

Make sure that you adequately assess the size of your budget request compared to the number of women in need of family planning services in the areas to be served - and let me take that back. Number of individuals in need of family planning services as well in the area to be served.

And demonstrate their ability to make use of non-federal resources within the community to be served, and the degree to which those resources are used to
enhance the reach of family planning services provided through the project as evidenced by budget object class descriptions and justifications.

You must provide a detailed budget and budget narrative for each sub-recipient contractor by agency title along with the same supportive information.

And then one other thing I want to say is that your work plan, your project narrative, your work plan, and your budget, need to align so that we - you know, those two documents provide a full picture of what your project - what you're proposing to accomplish and it's really important that there is alignment and that it all makes sense.

**Appendices**

And moving on to the appendices. We have a few very important appendices that we will need applicants to include in their application package. All items in the application's appendices will count towards the total page limit for your application and you must submit them as a single electronic file uploaded to the attachment section of your grants.gov application.

First of all, is your work plan which should reflect and be consistent with the project narrative and the budget narrative and much cover all years of the project period. There is more information in the (FOA) that you can peruse.

[Slide displays the following Attachment sections:

- Work plan
- Subrecipient and referral agency documentation
- Schedule of discounts
- Coverage map
- CVs/resumes for key project personnel
- Letters of commitment from Referral Entities (optional) ]
If you propose multi-year activities as well as activities that build upon each other, each phase of the project must be discreet and attainable within a single budget year.

**Appendix: Work Plan**

Your work plan should include a statement of the project's overall goal and anticipated outcomes, key objectives, and the major tasks. Actions stats are products that will developed or pursued to achieve the goal and outcomes.

[Slide displays the following information:

- Your Work Plan should reflect, and be consistent with, the Project Narrative and Budget Narrative.
- It must cover all years of the project period.
- Each year’s activities should be fully attainable in one budget year. You may propose multi-year activities, as well as activities that build upon each other, but each phase of the project must be discreet and attainable within a single budget year.
- Include a statement of the project’s overall goal, anticipated outcome(s), key objectives, and the major tasks, action steps, or products that will be pursued or developed to achieve the goal and outcome(s). For each major task of each year, action step, or product, your work plan should identify the timeframes involved (including start and end dates), and the lead person responsible for completing the task.]

**Appendix: List of FP services Subrecipient Documentation**

The second appendix is sub-recipient documentation. If some or all the services will be provided by sub-recipients you must include a list of these entities. This list must detail the following information for each sub-recipient - that is the name of the entity, the county and/or city of the population who will receive services, the days and hours of operation, services provided on site under the title X project, contraceptive methods provided under the title X...
project, number of estimated title X clients to be served, and estimated amount of title X grant funds provided to the site.

**Appendix: Schedule of Discounts**

And please also include a schedule of (discounts) based on - a schedule of (discounts) based on ability to pay as required for those from families of incomes between 101 to 250% of the federal poverty level. For those from families whose income exceeds 250% of the federal poverty level (FPL) charges must be made in accordance with the schedule of fees designed to recover the reasonable cost of providing services.

Include this in the appendix section for your project as a methodology for how you developed - will develop this schedule. If you propose to have the sub-recipient develop their own schedule of (discount), you should include guidance on how the schedules of (discounts) are developed and how you intend on monitoring sub-recipient developments and implementation of the schedule of (discounts).

Also include a description of the processes in place to ensure that persons from low income families with incomes that fall below 100% of the FPL will not be charged except where third parties are authorized or legally obligated to payers. And that all reasonable efforts will be made to obtain such payments.

Include evidence that you have the ability to bill third parties, including private and public insurance, such as Medicaid when appropriate, and the ability to facilitate enrollment of clients into Medicaid.

**Additional Appendices**

The next appendix that you must include is a coverage map of the areas you propose to serve indicating the location of proposed title X service sites.
Letters of Commitment from Referral Entities: You may include signed Letters of Commitment for the organizations that have been specifically named as referral entities to carry out any aspects of the project not provided by subrecipients (organizations that provide services that are not paid with Title X funds, but that may contribute to continuum of care for clients). The signed letters of commitment should include the specific role and resources that will be provided (if any), or activities that will be undertaken, in support of the applicant. The entity’s expertise, experience, and access to the targeted population(s) should also be described in the letter of commitment.

You may include signed letters of commitment for the organizations that have been specifically named as referral entities. Please read the instructions in the (FOA) and on this slide to see what kind of documentation is needed in these referral - letters of commitment from referral letters - from a referral agency.

And then you must also include curriculum vitae and/or resumes for all key project personnel.

Key personnel includes those individuals who oversee the technical, the professional, and managerial functions and are - assume responsibility for sharing the validity and quality of your organization's programs - program. This includes at a minimum the project director, the program manager or coordinator, and the medical director.

We do encourage individuals to use their full name. First, middle, last, on these documents. To distinguish them from verification - for verification in the system for award management exclusion records.

And now, with that, I'm going to turn it over to (Scott Moore). (Scott), the mic is yours.
Great. Thank you Mousumi.

Application Submission

Good afternoon everyone and thanks for joining us. Also from the Grants and Acquisitions Management Office we have (Robin Fuller). She is the senior grant management specialist who is your point of contact for this (FOA) and for the Maryland service area (FOA).

And we are both available through the contact information that's listed in the (FOA). For any questions related to the mechanics of the application process. In fact our office handles everything from publishing the announcements all the way through the award phase, all the way out to close out of awards that are made.

So we are cradle to grave life cycle on all of the awards within (OS), and we're happy to assist with any of the mechanics of the application process as well as award management and any of the other things that just sort of happen to come out during the grant process.

Next slide, please.

Submission Dates and Times

The most important thing to remember and the first thing to have in your mind is the application is due by 6 pm Eastern Time, Tuesday, July 28, 2020. Not 6:01. 6 pm.

It is determined by the date and timestamp provided by grants.gov when you complete your submission. You are strongly encouraged -- and I will repeat that. You are strongly encouraged to submit your application minimum of three to five days prior to the application closing date.

We did have one issue with grants.gov already this year, with so many grants...
applications in the normal cycle plus those related to COVID-19 funding going through grants.gov actually went down to hours before 6 pm when one of our other competitions was going on.

We were able to make some adjustments, but bear in mind, after a technical difficulty with grants.gov itself, the application is due to at 6 pm on the data listed in the (FOA).

So grants.gov may take up to 48 hours to notify you of a successful submission. It's a very busy website. And if you fail to submit your application by the due date and time, we will not review it and will receive no further consideration.

**Eligible Applicants (FOA, page 30)**

For this announcement any public or private non-profit entity located in a state which includes one of the 50 United States, District of Columbia, Commonwealth Puerto Rico, US Virgin Islands, Common Wealth of Northern (Marinara) Islands - Mariana Island, American Samoa, Guam, Republic of Guam Federated State of Micronesia, and the Republic of the Marshall Islands, except for Maryland Service Areas. Maryland Service Areas should apply under PA-FPH-20-002. Slide displays the following link for the announcement: [https://www.grants.gov/web/grants/view-opportunity.html?oppId=308947](https://www.grants.gov/web/grants/view-opportunity.html?oppId=308947)

The administrative process or the applicant and submission process is going to be the same for PA-FPH 20-002 and 001. There have been some modifications to the normal process because of the COVID-19 pandemic but if at any point in time if you have some questions, again, please reach out to either (Robin) or to me. Next slide, please.

**Examples of Eligible Applicants**

The examples of typical applicants would include state governments, county governments, city or township governments, Native American tribal
governments, federally or state-recognized, community and faith-based, non-profit organizations, non-profits having 501(c)(3) status with the IRS, public, state-controlled or private non-profit institutions of higher education, or other non-profit school districts or entities.

**Cost Sharing or Matching**
Program regulations for Title X stipulate the project must identify additional sources of funding and not solely rely upon Title X grant funds, therefore there is a cost-sharing or matching requirement. While there is not a fixed percentage or amount, projects must include financial support from sources other than Title X. The proposed project budget should reflect financial support in addition to the Title X funds.

Next slide, please.

**Address to Request Application Package**
If you request an application package, the easiest and best way to get a hold of that is to go to the grants.gov website, and find it by searching the CFDA number provided on page one of the FOA. The CFDA number is 93.217. Once you find the application package in grants.gov, please subscribe to the announcement. This is our primary way of providing you notice of any changes, updates, revisions that may come about while the application process is going on. And, historically, we have had to make small revisions as we go. So, this is your best way to be aware of those.

Next slide, please.

**Application Submission**
OASH requires that all applications be submitted electronically through grants.gov unless an exemption has been granted. If you submit an application by any other electronic communication such as email, it will not be accepted.
Grants.gov is a website portal. It's a website portal for the entire federal government. OASH and OPA do not own grants.gov. We do not provide technical support for that. All of our funding opportunities are posted there, as well as a grant application package is, and again, the address is www.grants.gov.

An application will not be considered valid until all application components are entered in through grants.gov and received by our office, according to the deadlines specified in the dates section of page one of the FOA.

Again, grants.gov is not our system, so if you have any technical difficulties, questions, or concerns regarding the electronic application process, please contact grants.gov directly. We also recommend when you do so, get a ticket number from them so that you can refer to the ticket number if you need our assistance along the way.

[Slide displays the following information: Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726. ]

Next slide, please.

**Application Submission**

Applications must be submitted as three files. File one is going to be the entire project narrative bundled as a single file. File two, the entire budget narrative, including supporting documentation described in the budget narrative section of the FOA. File number three is all of your attachments or appendices that go with your application. Those should all be combined into a single file. Occasionally, folks will not submit them as a single file, and that can cause problems and often will lead to not all of the documents being reviewed.
Some exceptions, required standard forms do not apply to the submission requirements as stated in the disqualification criteria.

Next slide.

Any files uploaded or attached to the grants.gov applications must be in one of the following file formats: Microsoft Word, Adobe PDF, or an image format limited to jpeg, gif, tif, or bitmap. Please notice Microsoft Excel and Microsoft PowerPoint are not in this list. They will not be converted, and they will not go to the panel.

We strongly recommend electronic applications be loaded as Adobe PDF. Most commercial software does have a save as or print as Adobe PDF option. If you convert your documents to PDF prior to submission, that may prevent any unintentional formatting that might occur with information of an editable document. Please after you make that conversion, also look over your document to make sure that you had a good conversion.

Next slide.

Be complete and do not leave blanks on any of the forms that you're submitting, unless the information is clearly not applicable to you. The individual submitting the application forms must have the legal authority to act on behalf of the organization. If they do not, we may not be able to make an award.

Next slide.

To ensure successful submission of the application, carefully follow the step-by-step instructions provided to you on grants.gov. These instructions are kept
up to date, and also provide links to frequently asked questions, and other trouble-shooting information.

[Slide displays the following link for step by step instructions: http://www.grants.gov/web/grants/applicants/apply-for-grants.html ]

**Application Elements**

The elements of the application, there are several standard forms that you will find as part of the grants.gov package that must be submitted, including an Application for Federal Assistance. SF-424, Budget Information for Non-construction Programs, SF-424a, Assurances for Non-Construction Programs, SF-424b, and Disclosure of Lobbying Activity is SF-LLL.

Also, you'll need to provide a project abstract summary, your project narrative, which again must be submitted as a single file, your budget narrative, which should, again, be submitted as a single file, and your appendices, again, should be submitted as a single acceptable file in the attachment section of your grant.gov application preferably as a PDF.

Next slide.

**Application Format**

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

Basically, your application needs to be readable for the reviewers to be able to assess it and score it.
For appendices in the budget narrative, you should use the same formatting as specified in the project narrative. Appendix documents such as resumes, may use alternate formats common to such documents, and as Mousumi suggested, please - one of the most significant delays that we have in processing applications is that people do not use their full names. First name, last name, middle initial, okay, middle name even better, but the full name. If you are somebody who goes by just your initials, please, please give us your full name. We promise not to release it.

**System for Award Management (SAM)**

The System for Award Management, grants.gov will normally reject submissions of applicants with non-existent or expired SAM registration. This has been modified in light of the public health emergency for COVID-19. The valid SAM registration has been waived at the time of submission.

Your applications will come through the system to us, however, when it comes time to make an award, we hope that any of our prospective awardees will, by that point, have a valid SAM registration. Any award may be conditioned or held up pending a valid SAM registration.

If you're registering as a new entity in sam.gov, you must mail. This is a hardcopy process still. You must mail an entity administrator's notarized letter to the Federal Service Desk, Attention: sam.gov Registration Processing. Your notarized letter with the details has to be mailed. Your registration will not be activated until the letter is submitted and reviewed. Sam.gov is not part of our office. It is part of another federal agency.

So, even though it may take a minimum of 30 minutes to complete the initial registration, it can take up to 10 days for the applicant’s registration to become active, but we've seen it take two weeks to six weeks during busy season to
get the SAM registration activated or renewed. And, SAM registration must be renewed each year.

Average timeframe for the system, sam.gov to sync up with grants.gov is about 72 hours. They are two systems that have to talk to each other. We recommend that applicants check active registration in SAM well before the application deadline. If you do not have an active SAM registration at this time or your SAM registration is going to expire before the end of the fiscal year, we suggest starting the process now.

If successful, and you receive an award, you must maintain an active SAM registration with current information at all times during the active award. If you have not complied with these requirements, OASH may determine you are not qualified to receive an award, and may use that determination as the basis for making an award to another applicant.

Should you successfully compete and receive an award, all first-tier sub-award recipients must have a DUNS number at the time you, the recipient, make the sub-award to them.

**Funding Restrictions**

Allowability, allocability, reasonableness, and the necessity of direct expenses, as well as indirect costs, may be charged - let's try that again. Allowable, allocable, reasonable, and necessary direct expenses and indirect costs may be charged on HHS/OASH grants in accordance with department regulations, and the current policy effective at the time of the award.

It is the Grant Acquisition Management Office that makes the determination as to allowable, allocable, reasonable, and necessary in accordance with 45 CFR Part 75, the Uniform Administrative Requirements Cost Principles and Audit Requirements for HHS awards. This information is available online.
Indirect costs may be included per 45 CFR 75.414. Applicant should indicate which method or rate is used for the application. The current salary limitations for awardees is $197,300 effective January 2020. And, there's a table in the FOA to help you understand the calculations for that.

**Budget Narrative and Forms**

The budget narrative and budget forms, the budget is comprised of Standard Form 424a, as well as the budget narrative with a detailed budget justification. It must consistent with the requirements of the FOA, including double-spaced, readable font, and all of the other applicable criteria for the project narrative, but the cost must reflect the proposed activities.

Forms, narrative, and detailed justifications do not count towards your overall page limit. Budget line items, descriptions, and justification requirements are explained in FOA, and please refer to the suggested table formats in the FOA. Again, we're looking for readability and easily - accessibility for us on our side when we're reviewing these.

The application review criteria are spelled out in much more detail than here in the FOA. Your description of need is allocated 30 points, plus the capability and project management 20 points, calls, objectives, and activities 40 points, and budget 10 points. It is helpful if you outline your application, your project narrative according to these factors. Again, whatever you can do to make it easier for the reviewers to read is appreciated.

**Application Disqualification Criteria**

Disqualification criteria, your application will be disqualified if it is not submitted electronically via grants.gov, by the due date and time, unless an exemption was granted two business days prior to the deadline. The instructions for requesting that exemption are in your FOA, and, again, I
review those, and we'll be the ones to approve those or disapprove them.

If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline. It is the Grants Acquisition Management Office that deems your application eligible. We conduct that review. We are essentially the gatekeepers to the review process.

The project narrative must be double spaced on the equivalent of 8 1/2 x 11 sized paper with one-inch margins on all sides, and font size not less than 12 points. You will be disqualified if your request for funding, both direct and indirect costs total, exceeds the maximum, which is the award ceiling of $4 million.

Your application will also be disqualified if you are requesting under $250,000. You will be disqualified if your project narrative exceeds 75 pages. The total application including the project narrative, plus appendices, may not exceed 150 pages, and your application must meet all the application responsiveness criteria identified in the FOA or it will be disqualified.

**Application Responsiveness Criteria**
Those application responsiveness criteria that the grant applicant clearly addresses how the proposal will satisfy the requirements, 42 CFR Part 59, Subpart A and describes the plans for affirmative compliance with each requirement of the Title X regs. That is applicable to the nationwide competition, not the Maryland Service Area only, and the grant applicant must clearly demonstrate cost-sharing or matching as described in Section E2 of the FOA.

**Application Review**
Applicants that lack the required supporting documentation or submit additional appendix files won't be disqualified from the competitive review,
however the fact that things are missing may impact your application scoring under the evaluation criteria.

Be sure to read the FOA in its entirety, completely, and be sure to follow the submission instructions very carefully.

Eligible applicants will be reviewed and scored by a panel of the independent reviewers with technical expertise in applicable fields according to criteria listed in the FOA. The Objective Review Committee process is formal and confidential. Federal staff are available for questions to the Committee or from the Committee, and to ensure that the process is consistent and fair, but federal staff do not participate in discussion and scoring.

Following the Objective Review Committee, applications will be reviewed by Grants and Acquisition staff for administrative and business compliance, and by the Program Office staff for programmatic compliance.

**Funding Decisions**

It is the Deputy Assistant Secretary for Population Affairs who will provide recommendations to me as the Grant Management Officer of recommended applications to fund, and it is my office that will conduct a risk analysis. Providing these recommendations, the Deputy Assistant Secretary will take into consideration the following additional factors: the geographic distribution of services when making identified service area.

The extent to which funds requested for a project maximized access for the population in need within the entire service area. The project provides the area to be served with a variety of effective family planning methods that are readily available, and that serve individuals in need throughout the areas that we serve.
And, the extent to which the projects promote the purposes of statutory provisions applicable to the Title X Program, and ensure that no Title X funds where abortion is a method of family planning within the limits of funds available to each project. For those applying under the Maryland Service Area FOA, please read the additional factors in the FOA for that announcement.

**Funding Process**

We're not obligated to make any federal award as a result of this announcement. Only, I, as the Grant's Office can bind the Federal Government to the expenditure of funds. If you receive any communications to negotiate an award, or request additional, or clarifying information, this does mean you will receive an award. It only means that your application is still under consideration. All award decisions, including the level of funding if no award is made, are final and you may not appeal.

**Review of Risk Posed by Applicant**

Once we receive the recommendations for funding from the Deputy Assistant Secretary, the Grants and Acquisition Management group will evaluate these applications for risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205.

While I shoot at a risk-based approach, and may consider any items such as the following as stated in the FOA: the applicant's financial stability, quality of management systems, and ability to meet the managements standards prescribed in 45 CFR Part 75.

History of performance. The applicant's record in managing federal awards including timeliness of compliance with applicable reporting requirements, inform us of the terms and conditions in the previous federal awards. We'll also consider reports and findings from audits, and the applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on
non-federal entities.

Notice of Awards
It's the Notice of Award that notifies the successful applicant of selection, the award amount, project, and budget periods. It includes any conditions on the award. For example, requirements that must be met as a condition of receiving the grant funds. The NOA includes standard terms, reporting requirements, and contact information for the Grants and Acquisitions Management Office and the Program Office.

If we do not, as a result of our risk analysis, make an award to you because we've determined your organization does not meet either or both of the minimum qualification standards as described in 45 CFR 75.205.A2, we must report that determination to FAPIIS.

At a minimum, if you are a prior federal award recipient, information in the system in FAPIIS, must indicate that your organization demonstrates a satisfactory record of executing programs or activities under federal grants, cooperative agreements or procurement awards, and integrity and business ethics.

Information in FAPIIS will be available for other organizations to review when considering you for awards with their or under their programs.

The Grants and Acquisitions Management Group is the official contact for any grantee in OASH. All official communication related to the grant is between Grants and Acquisitions and the successful applicants. The Program Office will notify unsuccessful applicants via a letter.

Mousumi: Thanks, (Scott).
(Scott): Thank you. So, I will turn this one back over to (Nena).

(Nena): Thanks a bunch. The next slide will provide a host of helpful hints to assist in your potential application submission beginning with the project narrative descriptions.

**Summary and Tips**

Projects Narrative Description:

Let's get started. When developing the project narrative, please ensure that the project description is clear, complete, and concise. Also, make sure to follow and address exactly what is requested in the Program announcement.

Do not make the reviewer search for required information. Clearly, clearly identify the requested sections of the application, and indicate which component is being addressed. Please pay close attention to page limits. Remember, the project narrative must include all required information within the program, excuse me, the page limit. Do not use the appendices to expand the page limit. In addition, all margins must be one inch. And, it's a good idea to print out a test copy of your application prior to submitting just to double check.

Next slide, please.

Again, beginning with the project narrative description, another tip includes ensuring the goals and objectives in the program workplan are SMART. SMART is just an acronym for specific, measurable, achievable, realistic, and time-framed. These activities presented in the workplan should directly relate and correlate with the proposed goals and objectives. The workplan, 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 besides in the program announcement.
Staffing
Moving onto staffing, applicants should ensure that staffing for the project is appropriate and reasonable for the goals, objectives, and activities that are proposed in the application. Please be sure to complete, in describing the expertise utilized, what staff will actually do, and what percentage of time staff would be assigned to the project. Applicants can also include position descriptions and bio sketches for key staff in the appendices.

Next slide.

Sub-recipient Information
Sub-recipient information. A proportion or all of an organization's services or potential grantee services, will be provided by sub-recipients, you must, must include a list of these entities. In addition, the list must include the following for each sub-recipient.

The list includes the name of the entity, the county and/or city of the population who will receive services, the days and hours of operation, services provided onsite related to the Title X Program, contraceptive methods provided as to the Title X project, as well as the number of estimated Title X clients to be served by the specific sub-recipient, and the estimated amount of Title X grant funds provided to this particular site.

Next slide, please.

Budget:
Budget, the last section. The budget should include adequate funds to carry out the proposed workplan, evaluation plan, and administrative responsibilities of the project. The budget should be reasonable, and again,
relate directly to the goals and objectives noted in the program application.

The operating budget should be complete and include federal and non-federal funds, progressive in program income from E, and third-party payers, as well as other contributing funds. I would like to highlight that for this application, non-federal funds are all of the funds outside of the amount requested for the Title X grant award.

Next slide.

Well, please remember that this is an electronic submission. An electronic submission is required. Do not, do not wait until the last minute to begin your SAM registration or update your registration. If you're not sure about your SAM registration status, please verify that status as soon as possible, as was previously noted. In addition, do not wait until the last minute to begin the electronic submission as problems can arise deep into the application, well in advance of the application deadline, to make sure that there are no issues.

Next slide. Now, we're moving onto frequently asked questions. Here, I will ask some questions, and Mousumi will answer some of those questions for you all related to the funding announcement. Mousumi, are you ready?

**Frequently Asked Questions**

Mousumi: I sure am, (Nena).

(Nena): Awesome. What type of application is OPA looking for in response to this FOA?

Mousumi: Yeah, so we received this question. OPA encourages applications that would meet the needs of population in geographical areas with populations
underserved or unserved, by the Title X Family Planning Network. Basically, where family planning services are currently limited or not available. (Page 8)

(Nena): Awesome. Next question. Currently, where are there no or limited Title X services?

Mousumi: Yes, so as mentioned in the (FOA), these states, the following states have no active Title X Family Planning coverage service sites. That is Maine, Oregon, Utah, Vermont, Hawaii, and Washington. And, then additionally, we have Alaska, Connecticut, Illinois, Maryland, Massachusetts, Minnesota, New Hampshire, New York which have limited Title X coverage and service sites. And so, there is room for expansion in those States.

Nena: Awesome. Question number three. Can current Title X grantees apply for this OPA?

Mousumi: Yes. Current Title X grantees may apply to this OPA. Applicants may propose to serve additional unserved and their underserved areas within a currently funded State or in other States. Or, may propose to expand services to reach additional underserved areas within the service areas of a current Title X grant.

And you can find that information on Page 8. I think the key things to note, you're just, you must demonstrate the need for these services and a very, a robust plan, of how propose to expand your services to underserved areas or unserved areas.

Nena: Awesome. Moving along to question number four. How can I ensure as a potential applicant that my application is not disqualified?

Mousumi: Yes. So, you can ensure that your application is not disqualified by carefully
following the application responsive criteria and application disqualification criteria that (Scott) wants us to. Those are located on Pages 32 through 34 of the OPA. Please, please, please, you'll spend so much time, so much effort developing these, these applications. And it's, you know, we don't want them to be disqualified so please follow the instructions provide in the OPA.

Nena: Awesome. Question number five. In the application how, how would a potential applicant demonstrate the affirmative compliance with the Title X OPAs?

[Slide displays the following answer:
The applicant must address how the proposal will satisfy the requirements of 42 C.F.R. Part 59, Subpart A, and describe plans for affirmative compliance with each requirement of the Title X regulations (the regulations are attached at Appendix B, also available at https://www.ecfr.gov/cgi-bin/text-idx?SID=beacfd044d5a71d9fdb2a76300994972&mc=true&node=sp42.1.59.a&rgn=div6 and summarized under the Program Description section (B.2)). ]

Mousumi: Yes and this is a really great question because this is a little different from, I mean, quite different from previous iterations of Title X OPAs. This is a requirement so as an opportunity you must address how the proposal will satisfy the requirements. And as I had mentioned earlier, you may use a sample table that has been provided but it's not a requirement to sue that sample table.

So, you can present that information in any format that you would like. But you must include that information and all the regs are included in the OPA. You can also go straight to the ECFR to see what the regs are and make sure that you address each of them and describe what you will be doing in your new project to make sure you're compliant with the regulations.
Nena: Awesome. And the very last question, question number six. What level of detail is OPA looking for in the budget for some recipients in contractor costs?

Mousumi: Yes. We actually received this question a lot even from grantees. Per the OPA you budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and our product.

You must provide details on the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective. And this level of detail must be provided for each sub-recipient and contractor by agency title along with the same. (Page 45)

As I said, the same supporting information must be provided for the sub- recipients. Now, if you plan to select sub-recipients or contractors after you are awarded the grant, then a detailed budget and you don't have a detailed budget available at the time you are playing. Then you must provide information on the nature of the work to be delegated to your sub-recipients or contractors. Then the estimated costs at the cost that they're selecting the delegated agency. (Page 45)

And the reason is because without this information, it is difficult for reviewers to gauge cost effectiveness of your project and whether your budget aligns with the work plan or supports the work plan. So, it's really important to include this information in the application.

Nena: Awesome. And it looks and so program questions or whatever other issues, please contact Mousumi Banikya-Leaseburg. Sorry, Mousumi, I know this is your name. In addition for grace management, please contact (Robin Fuller) and both of their contact information is listed here in the slide. Next slide?
For electronic submission requirements, relay this to grants.gov. Please, please, please do not contact the OASH Program Office or Grant Office as we do not have any control for or leverage with grants.gov. Please contact grants.gov directly via their email or their telephone number.

Next slide please? So, we hope that this webinar, the Title X OPA, has been very helpful. You can learn more about OPA and the work that we do by visiting our Website at www.hhs.gov/opa. You can also email us OPA@hhs.gov.

**FOA Inquiries**

[Slide displays the following contact information:

Program Questions
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Administrative or Financial Questions
Grants Management Specialist
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Email: Robin.Fuller@hhs.gov
Telephone: 240453-8822

Electronic Submission Requirements
Grants.gov Applicant Support
www.grants.gov
support@grants.gov
Telephone: 800-518-4726
Please do not contact OASH Program or Grants office staff for Grants.gov issues. ]
You can also follow us on Twitter and you can check out some of our YouTube videos. And remember to check the OPA Website often for the updated FAQs and webinar materials. We really want to thank you for your time and your participation on today's webinar for the FY 2020 Title X Services Grant Application. Stay safe everyone.

Mousumi: Thank you so much. (Chelsea), this concludes our webinar for today.

Coordinator: This concludes today's conference. All participants may disconnect at this time.

END