

**NWX OS OGC RKVL**

**Moderator: Sima Michaels-Dembo  
February 25, 2013  
11:24 am CT**

Coordinator: Welcome and thank you for standing by. At this time all participants will be in a listen-only mode. During the question and answer session, please press star 1 on your touchtone phone and please record your name clearly when prompted.

Your name will be required to introduce your question and when recording your name, please make sure your phone is off mute. Today's conference is being recorded. If you have any objections at this time, you may disconnect, and now I would like to turn the meeting over to your host Miss Marilyn Keefe. Miss Keefe, you may begin ma'am. Thank you.

Marilyn Keefe: Hi. Thank you (Rico). Again, I'm Marilyn Keefe, the Deputy Assistant Secretary for Population Affairs here at HHS, and I just want to welcome you all to the FY 13 technical assistance conference call for Title X Family Planning Competitive Services Grant.

During the call today we're going to provide you with an overview of the announcement intended to familiarize you with the Title X program, the

application and the funding processes. We won't be answering questions though about specific applications.

We just want to introduce our speakers for this Webinar, Commander Nancy Mautone-Smith, who is the Public Health Advisor in the Office of Population Affairs. She'll be discussing the Title X programmatic and policy issues related to the application process.

Our second speaker is going to be Alice Bettencourt, and she's the Director of the OASH Office of Grants Management, and she'll be speaking about the administrative and budgetary requirements for the funding announcement.

Just want to let you know again that this call will be recorded and at some point within the next couple of weeks it will be available on the OPA Website. At this point I'd like to turn the call over to Nancy, so just hold one for one second.

Nancy Mautone-Smith: Thank you Marilyn. Today I'll be discussing Title X programmatic policy issues that will hopefully assist you with completing your competitive application for a Title X Family Planning Services Grant. We recommend that you have a copy of the 2013 services announcement available to refer to during our call.

You may locate this document at Grants.gov by searching the CFDA number 93.217. Let's get started with an overview of the Office of Population Affairs and the Title X Family Planning program.

The Title X Family Planning program is located within the U.S. Department of Health and Human Services, HHS. Kathleen Sebelius is Secretary of Health

and Human Services. Within HHS the Office of the Assistant Secretary for Health, OASH, oversees a number of core public health offices.

Dr. Howard Koh is the Assistant Secretary for Health. The Office of Population Affairs within the OASH operates under the direction of the Deputy Assistant Secretary for Population Affairs, Marilyn Keefe. The Office of Population Affairs, OPA, administers the Title X program.

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

The Office of Population Affairs and the Office of Grants Management work together to implement the Title X Family Planning program. OPA is responsible for programmatic and policy issues along with oversight of projects with national scope, such as the national training centers.

OPA also provides policy guidance to effectively manage the de-centralized activities that occur within the HHS regional offices. The OASH Office of Grants Management maintains responsibility for the administrative, business and budgetary elements of the Title X Family Planning Services Grant.

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

As mentioned earlier in the presentation, the OASH has ten regional offices that service multistate areas. The map on this slide shows the location of each regional office and the states within each region.

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

There are several major provisions of the Title X statutes that are important to review when developing your application. Section 1001 is the authorizing legislation for services provided under Title X by public and nonprofit entities that receive funds under this section.

Currently, there are more than 4300 service sites in the Title X system and approximately 5 million clients served annually. Section 1003 is the authorization to provide training to personnel working within Title X programs.

In 2012, OPA revised the structure for the delivery of training to Title X service grantees. Currently, there are five national training centers funded under this section. Each NTC addresses a specific topic area, coordination of strategic initiatives, management and systems improvement, family planning service delivery and quality assurance, quality improvement and evaluation and clinical training.

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

Section 1008 is the prohibition of abortion. None of the funds appropriated under Title X can be used in programs where abortion is a method of family planning.

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

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

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

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

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

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

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

A schedule of discounts must be developed for individuals whose family income is between 101% and 250% of the federal poverty level and implemented with sufficient proportional increments so that inability to pay is never a barrier to service. Charges must be based on a cost analysis of all services provided by the project.

There are currently 98 service grantees providing Title X family planning services through a network of approximately 4300 service sites in the 50 states, District of Columbia as well as the eight U.S. territories and jurisdictions. Title X service sites provide family planning and related preventive healthcare services to approximately 5 million clients annually.

Next we will discuss the key elements of the application, including required forms, the project narrative and budget. In 2013 OPA anticipates that approximately \$94 million in competitive funds will be available to fund Title X Family Planning Services projects in 27 states, populations, and, or areas.

As mentioned in the previous slides, applicants must be able to provide all of the Title X required services, including clinical family planning and related

preventive health services, information, education, counseling and referral as indicated.

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

Alice Bettencourt: As Nancy previously stated all the application information can be found via Grants.gov. For the funding opportunity, use the find opportunities function to search for the family planning services announcement. There is one for each service area listed in Table 1 on page 27 of the funding announcement.

To complete your application, use the apply for grants function on Grants.gov. For those of you who are existing grantees, you are no longer able to apply through Grants Solution. You must use Grants.gov.

Please be sure to read the entire funding opportunity announcement. Use it as your checklist for completing your application before you submit it via Grants.gov.

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

Private, nonprofit organizations must provide proof of their nonprofit status. Remember, applicants must demonstrate their capacity to carry out the requirements of the Title X program. This announcement also restates the Title X statutory language that specifically protects the right of local and

regional entities to apply directly to the secretary for a Family Planning Services Grant.

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

The announcement also clarifies that all qualified applications will be given equal consideration and are evaluated by an independent panel of objective reviewers. Previous grantees will not be given priority on the basis of their award history.

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

I would now like to direct your attention to Table 1 of the program announcement. It contains a listing of the service areas that are competitive in 2013. You will also find the application due dates and project start dates for each service area. Multiple awards may be made for the service areas listed and the estimated funds available are inclusive of direct costs.

The application must provide a clear description of the capacity of the applicant to deliver the required services. This includes the administrative management and clinical capacity of the organization.

As previously mentioned, applicants must include all required clinical services in the description of their proposed project. Please refer to the Title X

regulations and guidelines for more information. These documents can be accessed on the OPA Website at the link included on this slide.

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

Alice Bettencourt: And I'm sure you'll start picking up on our theme as we go along here. We can't stress enough the importance of reading the entire announcement. Your grant application should be complete.

Do not leave blanks on the forms unless the information is truly not applicable. Be sure that the person who submits the application is legally authorized to do so. Applications not submitted by an authorized official will be rejected.

This slide provides an outline of the required application content. We will now go over these requirements in detail. This slide provides a list of the required forms and other information that must be submitted with your application.

Please note the importance of having a Dun and Bradstreet or Duns number before you submit your application. The other thing to note is the Central Contractor Registry is now also referred to as SAM, the System for Awards Management.

Applicants must obtain their Dun and Bradstreet number as early as possible and register in Sam.gov. The Duns number is now required for all federal grant recipients. If you do not have one, you should obtain one immediately.

You must also complete your registration in what was once known as the Central Contractor Registry and is now known as SAM.

Registration completion can take more than five days. There are sub-processes that include IRS reviews, which can lengthen the time of the registration process. Please make sure you begin this process well in advance of your application due date. You cannot submit an application via Grants.gov without being actively registered.

If you are already registered, be sure to maintain your registration. Your registration expires at the time we make awards. You will likely not receive an award. Also, sub-recipients do not have to be registered prior to the competition.

And just another reminder, especially for those of you who've been around, BCR is now Sam.gov. In late July of 2012 the old system migrated to the new system. All the requirements remain unchanged.

Your application is limited to a narrative of 65 double spaced pages. The total including appendices is 150 pages. This means if your narrative is only 60 pages, you get an additional five pages for appendices. If your application exceeds either of these page limits or the font or margin requirements, it will not be reviewed.

Also, limit your appendices. Make sure that they truly add to your application. You don't have to use all the pages available. Do not send us brochures or bound material. We only accept the electronic submission.

The project narrative is a key part of the application. Along with the budget, it is the heart of the application. The narrative provides a description of the need

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

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

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

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

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

Once funded, grantees should be aware that any changes to the scope of the project or any significant change in activities or use of funds, including changes in service sites requires prior approval of the Office of Grants Management and OPA program offices.

There are several elements to be included in the project budget. These include the SS424A, a detailed budget and budget justification. Activities outlined within the budget must be consistent with the requirements of the project guidelines for Title X Family Planning services as well as other applicable federal regulations. Important note, the budget information does not count towards the application page limit.

Please be sure to complete the standard form 424. Follow the instructions carefully. Please note the FY12 HHS Appropriations Act, which we now follow under the continuing resolution, included a salary limitation restricting the salary of an individual compensated through grants and contracts to an Executive Level 2 or \$179,700.

This means if you want to charge a person full-time time for this grant, your application should reflect the salary not exceeding \$179,700 plus fringe and indirect costs. If 50% on the project, your application should reflect a salary not exceeding \$89,850 plus fringe and indirect costs.

If your organization pays someone in excess of this amount, the salary beyond the rate of \$179,700 must be charged to other funding sources. If these grants are funded while the continuing resolution is still in place, this requirement will remain. It could change with a final FY13 appropriation.

Office of Management and Budgets, or OMB cost circulars define the cost principles and describe other aspects of managing your federal grant. Be sure to use the circular that applies to your organization. Also note that all of the circulars have been incorporated into regulation in Section 2 of the Code of Federal Regulation.

When developing the application budget, be aware of the requirement for cost sharing. Title X funds cannot make up 100% of the project's estimated costs. Projects must include other funding resources.

For example, Medicaid, patient fees, private insurance. Applications must clearly identify the amount and sources of funding attributed to the project on the 424A and within the budget justification.

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

In this section, we will discuss the process for submitting your Title X application. As previously stated, you must submit your application via Grants.gov. Your application must be submitted by 5:00 p.m. Eastern Time on the due date shown in Table 1 on page 27 of the announcement for the service area or areas for which you are applying.

Read the table carefully, so you do not miss your due date. I cannot stress enough the importance of beginning your application submission several days in advance of the deadline. Even though you submit your application prior to the deadline, it must still pass validation. If it fails validation, and you do not have time to resubmit, we will not have an application to review.

Some examples of things that have happened to potential applicants, the only person authorized to submit applications got sick and could not submit on the last day. An organization's computer network went down on the last day, and an organization's facility lost power on the last day.

Please note that if you submit an application early and refine it later, but before the due date, you can resubmit and your later application will replace your earlier one. It is better to be sure you have an application submitted and validated than to have a perfect application that misses the deadline.

Now this is very important. These are new Grants.gov requirements if you have not submitted an application in the last few months. I won't go over them

in detail, just to be sure to only use the accepted characters on this slide. The system will not accept your file if they use other characters.

The Grants.gov Program Management Office has also recently identified an issue with the compatibility of Adobe Reader's latest version, Adobe Reader 11.

We recommend that you download if you're already using Adobe Reader 11, that you download an older version of the Adobe Reader software at the link on the slide, and for additional information on versions of Adobe supported by Grants.gov, please see the compatibility table at the link also on the slide.

While Grants.gov is working to mitigate the issue, you may encounter problems with trying to submit your package if you're using that latest version, so if you receive the following message at least one required field was empty, please fill in the required field highlighted before continuing. You have likely encountered the Adobe 11 program, so please follow the recommendations on this slide.

This slide contains a list of the screen out criteria. Applications that fail to meet any of these criteria will not be reviewed. This includes the applicable due date, the format of your project narrative and the page limit. Additionally, the proposed budget must not exceed the amount available in Table 1 for the service area for which you are applying.

Next we will describe the application review process with one more reminder that you should know by heart now, read the entire funding announcement.

Eligible applications will be reviewed and scored by a panel of independent reviewers referred to as the Objective Review Committee, or ORC, according

to the criteria listed in the program announcement. These individuals have technical expertise in applicable fields relevant to the program announcement.

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

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

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

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

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

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

official communication related to the grant is between OGM and the successful applicants.

The final project budget may be negotiated with the applicant as part of the selection process. We may also contact you to provide additional information or clarification on aspects of your application as a result of the objective review or internal staff review.

If we contact you during this stage it does not mean you have been selected for an award. It just means that you are being considered for an award. The Notice of Award is a binding legal document that will notify you if you have been selected for an award.

It will include all the relevant terms and conditions of your award, reporting requirements, contact information for your project officer and grants management specialist. If you are fortunate enough to receive one at the end of the competitive process, please review it thoroughly and carefully and call the provided contacts with any questions.

Let's conclude with a summary and some tips that will assist you during the application process. And one more time, read the entire announcement. When developing the project narrative be clear, complete and concise in the project description. Follow and address exactly what is requested in the program announcement. Don't make the reviewers search for the required information.

Generally, the easier the application is to review, the better the score. Clearly identify the sections of the application and indicate which component is being addressed. Pay careful attention to page limits. Remember, the project narrative must include all required information within 65 pages. Do not use appendices to expand the page limit.

Be sure to make the goals and objectives in the program plan SMART, specific, measurable, achievable, realistic and time-framed. Activities presented in the work plan should relate directly to the proposed goals and objectives.

The program work plan, evaluation plan and budget should provide a complete picture of how the applicant will address the service area's needs as well as address the purpose and expectations described in the program announcement.

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

Applicants can include position descriptions and bio sketches for key staff in the appendices. The budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project. The budget should be reasonable and relate directly to the goals and objectives.

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

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

Marilyn Keefe: This is Marilyn again. I just wanted to thank Nancy and Alice for a terrific presentation and just wanted to check and see if anybody on the line had any questions. You'll find contact information for the Office of Grants Management and the regional program offices in the program announcement on pages 36 and 37.

And just as a reminder, contact the appropriate regional office with questions about the Title X programmatic requirements and contact the Office of Grants Management with questions related to budgetary and administrative requirements.

Thank you all again on the phone for participating in the Webinar, and I believe we are ready to take questions and so I'll turn it back over the (Rico).

Coordinator: And for those on the phone at this time, if you would like to ask an audio question please press star 1 on your touchtone phone. Please record your name clearly when prompted. When you are recording your name, please make sure your phone is off mute.

Also for the folks in the room there, you do see that there's a couple questions in the Live Meeting via the Q&A feature there. As you can see, there's two there, one from (Jody), maybe two from (Jody) there, so if you want to answer those at some time they're there.

But again if you'd like to ask an audio question, please press star 1 on your touchtone phone and please record your name clearly when prompted. One

moment as we wait for your first question. And we do have one question in the queue at this time. It does come from the line of Jodi Tomlonovic. Your line is open ma'am.

Jodi Tomlonovic: Hi. Thank you. I am a bit confused by the presentation today because in the funding announcement it clearly says that the work plan is part of the appendices and not part of the program narrative. On the last call I thought that we had straightened that.

There was some confusion, and I thought that it was clear that the work plan itself was to be part of the appendices not part of the program narrative, but in today's presentation you - the presentation referred several times to the work plan being part of the narrative.

Now, I do know that there's a place in the program narrative that does talk about goal statements, but I did not read that the same thing as a work plan with objectives and activities and evaluation. So that's part of the question.

The other part of that question was a clarification that the work plan, which was going to be in the appendices and in a table format could be single spaced within the table format.

Marilyn Keefe: Hey Jodi. This is Marilyn. I think we're talking amongst ourselves and we're not completely sure of the question and we want to make sure what page you're referring to so we can get an answer for you.

Jodi Tomlonovic: I don't know what page on your presentation, but if you look at...

Marilyn Keefe: The announcement.

Jodi Tomlonovic: ...in the announcement if you look at

Woman: Page 24. It's Number 17, where it said...

Jodi Tomlonovic: On page 24, 17 talks about goal statements and related outcome objectives, but the section that talks about the appendices in the application says that the work plan is to be - is in the - I'm sorry - is in the appendices.

We had that discussion on the last call, so will you clarify first of all, are you now saying that the actual work plan, and by that I mean the document that will have goals, objectives, activities, time lines, outcomes and evaluation and outcomes is to be considered part of 65 page document?

Marilyn Keefe: Okay. Well let me just read what we think is relevant to what your question is, and this is on page 14 of the announcement.

The project work plan, letters of commitment and vitae of key personnel are not counted as part of the project narrative for purposes of the 65 page limit, but all of the other sections noted below are included in the limit but are counted within the 150 page limit. Does that make sense?

Jodi Tomlonovic: Yes. That's what I interpreted. That's what we have been preparing, the assumption we've been using in preparing our application.

Marilyn Keefe: I think that's a fair one.

Jodi Tomlonovic: Quite frankly the slide presentation today several times referred to the project narrative and the work plan using the term the work plan when discussing the project narrative. That was very confusing to us.

Marilyn Keefe: Right. I see what you're saying, but I think it's appropriate to go with page 14 and not consider - and consider the project work plan not being counted as part of the project narrative.

Jodi Tomlonovic: Okay, and now we just also wanted to clarify that for the work plan, since it's not in the narrative section, that it can be single spaced. It's a table and it can single spaced within the table.

Marilyn Keefe: And I know Alice has the answer to that question or not possibly.

Alice Bettencourt: Single spacing of the?

Marilyn Keefe: I'm sorry. Can you repeat the question?

Alice Bettencourt: Repeat the question.

Marilyn Keefe: Which tables are you referring to? Sorry Alice is...

Jodi Tomlonovic: Okay. At this point I'm talking about - I am referring to the work plan.

Alice Bettencourt: The work plan is part of the appendices, so the double spacing does not apply as a screen out criteria. You can do single spacing.

Jodi Tomlonovic: Thank you, but then I do have a question about tables, statistical tables within the narrative.

Alice Bettencourt: The narrative has to be double spaced.

Jodi Tomlonovic: Even within a table?

Alice Bettencourt: Correct.

Jodi Tomlonovic: Okay, I mean I think that that...

Marilyn Keefe: I understand what you're saying that sometimes that looks a little odd, but that is the requirement.

Jodi Tomlonovic: Well I think it will be very hard for the reviewers to read, but that's their problem I guess.

Marilyn Keefe: And certainly it's a comment that we can take into consideration for the next funding announcement, but for the FY13 announcement, it's double spaced.

Jodi Tomlonovic: Okay. Thank you.

Marilyn Keefe: Okay.

Coordinator: And our next question comes from the line of Ella Gordon. Ma'am your line is open.

Ella Gordon: Yes, I have a question in regards to the FOA on page 14, and it's related to the previous question that was just answered regarding that if you use tables, does that - with the print size, does that also within those tables - is that also a 12 point font size or can that be smaller?

Alice Bettencourt: That's 12 point font size for the narrative section. If they're tables in the narrative, the 12 point font size applies.

Ella Gordon: Okay. Thank you.

Coordinator: And once again for those parties on the phone at this time if you would like to ask an audio question, please press star 1 on your touchtone phone and please record your name clearly when prompted. One moment as we wait for our next questions.

Once again for those on the phone at this time if you'd like to ask an audio question, please press star 1 and please record your name clearly when prompted.

Marilyn Keefe: Hi. I think we actually have some questions that folks have typed in. Did we want to go to those? I'm considering that a yes. Let's see.

I guess the question that we've got from Jody Camp is can the work plan be in the appendix instead of the body of the narrative. Our work plan is in landscape, and it assumes better eyesight than I have and flows better as an approach. Please advise.

Alice Bettencourt: Yes, it is part of the appendices.

Marilyn Keefe: I believe there are some other questions in the queue.

Woman: Helen McCaffrey.

Marilyn Keefe: From Helen McCaffrey, the application refers to both program requirements and program guidelines. What's the difference or do they refer to the same thing? Can you tell me about the requirement for letters of commitment and who those should be from?

Letters of commitment aren't required. That's an easy one. Program requirements versus program guidelines. (Sue), do you want to steal that one?

(Sue): Yes. In terms of program requirements, there's a number of resources that are up on the Title X, the OPA Website that actually the Title X statutes and regulations are Title X requirements.

Title X program guidelines may have other information or additional supplemental information in them that are not found in the necessarily in the statute or the regulations. There are, you know, other kinds of information.

Also, other kinds of information like the program instructions, which may have more updated information in some cases than the program guidelines. So program requirements are really statutory and regulatory requirements for the program. They can be either program requirements or they can be grants requirements.

Marilyn Keefe: Thank you (Sue), and I guess the short answer is they are not interchangeable.

Alice Bettencourt: I just wanted to add a little bit more on the letters of commitment. If you provide them, they should be very specific.

For example, if you're going to have sub-recipients or other partners in your project, the letter of commitment should be very specific between you and that party as to what they're going to be providing to your project, that they are committing in advance should the grant be awarded to make these contributions or carry out the functions or services.

Marilyn Keefe: There's another question that we have from (Veronica). You indicated in attachments the file name characters must be followed. Can you reference the page number of the grant announcement that outlines what's on your slide?

Woman: (Unintelligible)

Marilyn Keefe: I'm sorry. We're just taking a look at the announcement to answer the question.

Alice Bettencourt: I think those came out after the announcement was published, so they're on the slides and they are posted on the Grants.gov Website. They were not included in the program announcement because they had not been issued at that time.

Marilyn Keefe: I think there are some other questions. I think (Josie) who was confused by going back and forth on the discussion of the work plan. I understand the work plan should be in the appendices, and it's okay to have it in landscape, but did I hear that it must also be double spaced.

Alice Bettencourt: It is advised to make it double spaced, but it is not a screen out requirement for the appendices to be double spaced. Only the narrative must be double spaced.

Marilyn Keefe: Hopefully that's clear. Okay, I'm sorry we're just looking up the other questions that have been asked. Hang on for one second and we'll get to a few other questions.

Is the program abstract counted as part of the 65 page narrative is the first question, and then for nonprofits required to submit public impact, I think statements, to their state point of contact, do we need to show something in the application about that. If so, what do we show?

Alice Bettencourt: The single point of contact process is outside of this application process, so you don't need to submit anything with your application to show that you've notified your state single point of contact.

Marilyn Keefe: And the program abstract is part of the 65?

Alice Bettencourt: The program abstract is a form, so it is not included as part of the 65 page limit.

Marilyn Keefe: Okay. I just have a few more questions. This one's from (Roberta). Does the percentage of staff time on the project appear in the narrative or the budget justification as a staff roster?

Alice Bettencourt: Yes, that should be included in your budget presentation.

Marilyn Keefe: Hopefully that answers that question. Will the PowerPoint presentation utilized in this Webinar be available after this meeting? Yes it will be. It takes us a moment to post it. Just hang on. It might take up to two weeks to do that.

Woman: (Unintelligible)

Marilyn Keefe: And this is a question from (Laura). I just wanted to confirm that the budget and budget justification are not part of the 150 page limit.

Alice Bettencourt: That's correct.

Marilyn Keefe: A question from (Veronica), just to add to the work plan confusion on page 38, letter a...

Alice Bettencourt: That's just a list of what you must include, so you need to have a project narrative and a work plan, and the work plan is counted in the appendices.

Marilyn Keefe: Thank you. Alice clearly has much better eyesight than the rest of us. Next question. Sorry, we're having computer difficulties, just we need to get back to the list of questions. I believe we've responded to all the questions.

If anyone has any additional ones, by all means type them in now and we'll do the best we can to answer them.

Coordinator: And we do have two on the phone at this time. Do you want to take those?

Marilyn Keefe: Absolutely.

Coordinator: Here comes - our first question comes from (Henrietta Nota). Your line is open.

(Henrietta Nota): Oh, no thank you. Our question was answered.

Coordinator: All right. One moment. The next question comes from the line of (Bill White). Your line is open sir.

(Bill White): Hi. I had a quick question, and maybe it's a post-award question and that is if a new grantee comes in during the middle of the year are they going to be accountable for the FPAR only from that period on?

Marilyn Keefe: Yes.

(Bill White): And the answer was yes?

Marilyn Keefe: Yes.

(Bill White): Okay, thank you.

Marilyn Keefe: Any other questions?

Coordinator: And at this time we have no other questions in the queue.

Marilyn Keefe: Okay, well thank you all for participating. Know that if you have additional questions you should definitely feel free to email us, and we'll try to get back to you as quickly as possible.

Again we understand the material, but it is important and as Alice will remind us, it's very important to read the instructions and follow the rules. And so again, thanks for participating and good luck to you all. Bye bye.

END