

NWX-OS-OGC-RKVL (US)

**Moderator: David Johnson
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2:00 pm CT**

Coordinator: Welcome and thank you for standing by. All participants are on a listen-only mode until the question and answer session of today's conference. At that time if you would like to ask a question, press Star followed by the number 1. Today's call is being recorded. If you have any objections, you may disconnect at this time. Your host today is Mr. David Johnson. Thank you, sir, you may begin.

David Johnson: Thank you, (Holly). Well welcome to this FY16 Technical Assistance Conference Call for the Pendleton Family Planning Competitive Service Screen. Today's call will provide an overview of the announcement which will help familiarize applicants with the Pendleton program, the application and the funding processes. We will not answer questions specifically about applications but will open at the very end for Q&A for questions about the process or any other questions related to Pendleton program.

Alice Bettencourt, the Director of the Office of the Assistant Secretary for Health, Office of Grant Management, will be speaking as well specifically about the administrative and budgetary requirements for this coming

announcement. As (Holly) indicated earlier the call is being recorded and will be available on the OPA Web site. And we'll let everyone know once we get a recording as well as a copy of this file will also be posted to the Web site.

It usually takes about two weeks maybe and sometimes occasionally three weeks and sometimes even less than that. So please look out for that if you have any questions regarding that.

So, really the purpose as I said before is really general technical assistance, taking an overview of the program itself. And then also adding any other technical aspects related to applications and really the structural part of the announcement and the process. Myself and Alice will be the main speakers today.

The program announcement is FY 2016 Family Planning Services and it's found at grants.gov this year. And if you search - if you go to advance search and search under the CFTA, 93.27217 is usually the easiest way. There are several different applications that are up there and what you'll want to do is actually -- you can open any one of them -- but what you'll do is take a look at them and they'll indicate what service, excuse me, which service sites you'll be open to do.

And Table 1, Table 1 not only includes the region, the state which is in or geographic area which is competitive, as well as actually next to it the application number. So you'll see something like PA-FPH-16 and then it will have a series of three numbers after that which indicates what it is.

Depending on where you're located and or where you want to be applying for you should be applying under that specific application for that geographic area. So quickly with the Office of Secretary - I'm sorry, within the Office of -

U.S. Department of Health and Human Services - the secretary of our department is (Sophia Bearbaum). OPA falls under that within the office of the Assistant Secretary for Health, OASH, and currently our Acting Assistant Secretary for Health is (Karen Desalvo).

As I said before, we fall under the Assistant Secretary for Health. In here there are several different agencies within here. We actually are the largest and we are the only service providing agency within that Office of Assistant Secretary for Health.

When we take a look at kind of OPA, Office of Population Affairs, and of the Office of Grants Management, this is an important site just to kind of take an overview of the separation between program which OPA is and the Office of Grants Management. OPA's responsibility is really programmatically related. We are the policy office - sorry about that - we are the policy office for the Title X Family Planning Program as well as the office which provides the secretary and the department for all family planning and reproductive health related policy changes.

We manage the program in a decentralized manner which means that we have our headquarters office which I am part of and then we also are administrative out of ten regional offices. So if you are a successful applicant your projects officer will be located in one of the ten OASH regional offices. The oversight of project - we are, excuse me, OPA also says to national level and national scope projects, excuse me. Projects of a national scope such as the National Training Centers as well as other research projects that are managed directly are out of OPA headquarters.

The Office of Grants Management is responsible for administrative, business, and budgetary aspects of programs, including grants administration, policy

directives, grant policy statements, development, implementation and oversight as well as all other applicable Federal rules, regulations and or administration and statute.

In management and oversight as far as the everyday basis regarding your successful applicants, they are responsible for the pre-org process, which really starts with the release of the FOA all the way up until this second piece which is the notice of org. And that is your official notification that you have received an award from in our case the Office for the Assistant Secretary for Health, specifically the Office for Population Affairs. And then also the post award process which is really your operational process.

So that goes anywhere from the day to day activities, in this case you have budget revisions - depending on what that is it should be submitted it directly to the Office of Grants Management. Financial status reports are reviewed by the Office of Grants Management, arb resolution and then finally grant closeout.

As stated before, there's ten regional offices within the Office of the Assistant Secretary for Health. Wherever you're applying from, you are part of this. If you're in one of the six specific jurisdictions you are part of Region 10, and if you are either in the Virgin Islands or Puerto Rico you are out of the Region 2 office in New York City.

So as stated before the projects officers for your grant, they're responsible for monitoring the grant, the day to day grant activities, conducting site visits as well as program reviews. And also providing day to day programmatic support and technical assistance related to implementation of the Title X Family Planning Services project. They're overseen in each of these offices by the regional administrator.

Regarding Title X, there are four major provisions for the law. First one which we're talking about today is services. And the requirement under this provision is to be able to provide family planning services to all individuals with the priority for low income. In the past year, we currently have more than 4100 service sites throughout the U.S. with specific jurisdictions in the Virgin Islands and Puerto Rico and we serve approximately 4.1 million clients.

The other three - I'm sorry, provisions of the law relate and go directly back to providing assistance to service providers, and that is training which we currently have five national training centers, research which really are evaluation activities and service delivery improvement projects which are designed to assist in as well as improve the delivery of Title X family planning services.

And then finally information education and examples of these are the Title X OPA Web site, other publications is also - as well as maintaining the clinic data base and or other repository of information. Section 1008 which is the last section of the law is the - indicates the prohibition of abortion, so that specifically states that no funding under the Title X program may be used in programs where abortion is a method of contraception nor can any Pendleton Family Planning fund in any of these provisions be used for abortion or wherever abortions are being directly provided.

Our mission is to assist individuals and couples in planning and spacing birth and contributing to the positive outcomes and improved health for women, infants and their families. Part of the implementation of individual service projects as well as the Title X policy as a whole is to make certain individuals who want and need family planning services can receive them. And as stated earlier priority is given for individuals from low income families.

We also are aiming at providing individuals with education, medical and social services they need to be able to plan their families as well as other related preventive health services related to family planning and other services, including pap smears, breast exams, HIV and STD testing and other services.

Title X has several of its own requirements. Specifically, all projects are required to be able to provide a broad range of acceptable and effective family planning methods, be able to provide education and counseling related to family planning, provide physical exams and related preventive health services, pregnancy testing and diagnosis including counseling is also required as part of this. Qualified adolescent services for adolescents, clinical procedures as indicated for specific methods as well as laboratory tests as indicated for those methods.

Level one basic infertility services are also a requirement under the Title X program as well as I mentioned earlier STD and HIV prevention and education counseling and testing either on site or by referral. The Title X program is really made up of two large pieces. The first one are the Title X program requirements. These define the requirements for grant piece funded under the Title X program as specifically related to statutory requirements as well as regulatory.

The other piece is actually what we call QFP, which is providing Quality Family Planning services and recommendations. This is really the piece of how to implement and provide family planning services in the evidence and forms management. In addition to what we discussed in the previous slide, before the previous slide, all Title X family planning services must be voluntary, confidential, provided to anyone including male or female who

desire these services with again priority for persons low income families, be able to be delivered regardless of their ability to pay, and provided under the direction of a physician with training or expansion to family planning.

Clients - so when we talk about individuals from low income individuals, these are clients whose documented income is at or below 100% of the Federal poverty level. They must not be charged although projects must also bill all third parties authorized or legally obligated to pay for services. A schedule of discounts must be developed for individuals with incomes between 101% and 250% of the Federal poverty level.

For persons with families whose incomes exceed 250% of the Federal poverty level, charges must be made in accordance with the schedule of fees designed to recover a reasonable cost of providing services. Our current Title X family planning services profile is made up of 89 total service grant views. These are state, territorial, tribal, county and local health agencies, including universities - or a university, and also can encompass faith-based and community-based not-for-profit agencies.

We have approximately 4100 family planning clinics in the U.S. including the District of Columbia and the eight U.S. territories and specific jurisdictions. And as stated before we have about - we currently in 2014 calendar year provided services to 4.13 million individuals. At this time, I am going to turn it over to my colleague, Alice Bettencourt, who will talk about kind of the structural and the grant application process.

Alice Bettencourt: Good afternoon everyone. Please bear with me. I'm getting over a cold so if my voice starts to go or I stop to cough, you're going to hear David's voice again. Okay, so the fiscal year 2016 funding opportunity announcement was posted to grants.gov in October and it announces the anticipated availability of

funds for competitive family planning services grants. Note that's anticipated, we're still under a continuing resolution.

So until we have either an appropriation or a full year of continuing resolution we won't know what the final amounts will be that will be available.

Applicants must be able to offer comprehensive service programs that provide all Title X required services according to statute regulations, the guidelines in the funding opportunity announcement itself.

So that includes clinical family planning and related forensic health services, information and education and counseling related to family planning and referral as indicated. So your applications must be responsive to all of these things, the priorities, the legislation, and key issues.

Okay, so all of the information that you need is available at grants.gov and you can search for the announcement based on the catalog for Federal Domestic Assistance Number 93.217 or you can use key words for family planning and the announcement will come up. Okay, once you been to the site, please read the entire funding announcement. You will hear this from me more than once. Things have changed. There are new additions and you need to be sure that you are carefully reading the announcement. Do not assume that it is the same as last year's or whatever year it was that you last applied.

Okay, the Title X - the eligible applicants are any public or non-profit private entity located in the U.S., state or territories. Private non-profit must provide proof of their non-profit status. You will not be screened out if it's not in the application but we would need it before being able to make an award. Faith-based and community-based organizations and American Indian, Alaskan Native, Native American organizations are all eligible to apply directly for the program.

And applicants must be able to demonstrate the capacity to carry out the requirements of the project to as well review to be able to receive an award. The Title X statute specifies that local and regional, public or private non-profit entities may apply directly to the Secretary of HHS for a Title X grant. The funding of applications that proposed to rely on other entities will take into consideration the extent to which the applicant indicates - it will take into consideration the extent to which the applicant indicates it can provide the required services and best serve individual needs throughout the anticipated service area.

So if you're applying for a whole service area you need to be sure that you're addressing your ability to meet that need in the entire service area. But if you're only applying for a portion of it you need to focus on showing that you're capable of serving everyone in that particular service area.

Okay, so the program announcement provides all the information and guidance you need related to Title X application. Please follow the program announcement carefully. The information of the program announcement takes precedence over any other conflicting information that you might find in other documents. Table 1 at the very beginning of the announcement contains a listing of the competitive service areas and the approximate funds available as well as the application due date.

So please make sure you're paying careful attention to that table because we do have different due dates in different regions because of the renewal schedules that we're on. So please make sure you take careful attention to that table.

And multiple awards may be made for the service areas. So as I indicated with your ability to provide services, you need to make sure you're clearly indicating whether you're applying for the entire service area or just a portion of that service area. And the amount you request should be commensurate with the services you're proposing to provide.

For example, if you're not going to provide services for the entire service area you're not going to want to request the entire amount of funds available for that service area. Also for applicants that will not provide all services directly you must document the process that you will use for providing an opportunity to receive sub awards to qualified entities eligible to receive these funds in providing services for after service areas to meet the needs of the Title X clients or beneficiaries.

So now we'll talk about the content of your application and I can't overemphasize the importance of having a well-written application that addresses all of the items outlined in the funding announcement. So it must clearly describe the administrative management and clinical capability of you the applicant to deliver the required services in the service area that you are proposing.

The proposed project must include all required clinical services so you can refer to the Title X guidelines for the description and list of all of those. And the characteristics of a successful application are also included in the announcement. So yet another reminder to read the entire funding announcement.

Okay, so when you actually sit down to submit your application be complete. Do not leave blanks on the forms unless the information is really not applicable. If you can enter an NA, then enter it so we know you looked at it

and considered it and you don't think it's applicable. Also the individual submitting the application must have the legal authority to act on behalf of the organization. We have had applications rejected because the wrong person did the submission.

So you need to make sure that the authorized person submits it. And make sure they have grants.gov account because that is how an authorized person will submit the application. So if you've had changes, especially those of you who've had changes in your organization since the last time you submitted, please make sure your authorized representative has a grants.gov account.

Okay, so we will go over all the different pieces of your application, the required forms, the budget and the project narrative. So upon submission you must have right now what we call a unique identifier, that's currently a Dun number or a Dun and Bradstreet date of universal number system, you're a current grantee you should already have your Dun. If you're new to applying for Federal funds, make sure you obtain your Dun number. And then you also must be registered in the system for accounts management.

That applies to everyone for those of you who've been registered you need to make sure that your registration is up to date and not expired. So those are those things, even if it's not expired and you've got six months left, make sure you review it so you make sure your information is correct. You need to have a project abstract summary then you need to have your project narrative. It is an attachment when you go to submit your application and grants.gov as well as the disclosure of lobbying information.

For those of you who are non-profits, you include your evidence of non-profit status. If you have an indirect cost rate agreement, you can include your indirect cost rate. There's also now the option for using 10% de minimis

indirect rate if you cannot - if you've never had a negotiated indirect rate. So there's nothing to attach if you're using the de minimis rate.

You'll also need the all-important Standard Form 424, which is the actual application for Federal assistance, and the SF 424A which is the budget information which gives the basic breakdown of the budget you are requesting. As well as the Standard Form 424B which is the assurances for non-construction program, which is a good time to mention this is a non-construction program.

If you are planning to apply to build a family planning clinic, do not apply for these funds. So as I mentioned, made sure to obtain as early as possible. You should be working on these already if you don't have them, your Dun number and we provide the information for obtaining a Dun number. As well as being registered in sam.gov. Registrants have experienced little bit longer times to get their registrations complete or updated so we're now recommending you leave a minimum of ten days to get your registration complete and then for those of you who've been registered as a reminder that you need to renew each year.

We've had some experience where there's turnover and the update email went to someone who's no longer at the organization and the registration has expired. So please make sure, especially for those of you who've had turnover, that somebody gets the SAM account and check your registration.

Your application is limited to 65 double-spaced pages and your total with the appendices is 150. So if you only use 60 pages for your narrative that gives you five extra pages for appendices if you need them. Your pages must use 12-point font and that doesn't include your forms and your budget and your

assurances. And if the application exceeds either the narrative or the total page limit the application will be deemed ineligible and not reviewed.

Also, when you're submitting your appendices, one, make sure they're relevant and useful. Don't just throw things in there. And also don't include any brochures or bound materials. Don't send them in if you can't upload them as a PDF file to grants.gov. We won't take anything that is sent in separately. Okay, the project narrative is a key part of your application. Along with your budget it's the heart. It provides the description of the need for services, your organizational capacity and your plan for how services will be delivered.

You should establish a work plan within this section, your goals and objectives described in this section should follow SMART. In other words, be specific, measureable, realistic, achievable, and time-framed. And they should also include an evaluation plan. So your project narrative is also considered your scope of services or your scope of the project so if you are successful and awarded a grant this will define your project and we'll always be going back to it to determine if you have a change in scope or need to request a change in scope.

So as I just noted your application if you're successful becomes a part of your award. It is the agreement between us, as the Office of the Assistant Secretary for Health, and you as the recipient. So as we mentioned earlier, make sure you're referring to the Title X statutes, the regulations and the program guidelines, the priorities and other key issues to make sure that you have addressed everything that is required in your project scope that needs to be laid out in your narrative.

And as I mentioned if funded, any change to the scope of the project or significant change in your activities will require prior approval of both your program office as well as the Office of Grants Management. And you will receive that approval from me as the grants management officer.

Okay, now we will talk about your budget. So you have the Standard Form 424A. You'll have a more detailed budget as well as a budget justification narrative and this must be consistent with the requirements of the project guidelines for Title X. Your budgeted costs must reflect your proposed activities and your budget documentation does not count toward your page limit. So you can use the number of pages you think you need to justify your budget.

And as I mentioned earlier, because the budget cost must reflect the proposed activities, if you are not applying for the entire service area just make sure you're carefully thinking about what portion of those funds that are available for the entire service area that you should be requesting to serve only a portion of it.

Okay, so please make sure you follow the 424A, read the instructions carefully. So you want to identify all sources of project funds. We will hold you to it so you need to make sure that you outline that amount. Indicate your approved indirect cost rate, and I think we didn't update their name. I think the division of cost allocation has a new name. But again, if you use the 10% de minimis rate, if you've never had an indirect rate you can use that as well but indicate that in your application.

You also need to address your project costs for future years as well as the salary limit that cannot exceed an executive level two salary. Now that may change. Probably won't for the first round of applications because that salary

usually changed in January. So just remember the executive level two - the exact amount will depend on the Federal pay schedule. So we may have to make adjustments to your budget by the time we make grants awards.

So for many of you the - well for all of us, all the grant regulations have changed and we're all getting used to they have not even been effective for a year. The new uniform administrative requirements that define cost principles for Federal grants and describe how to manage the financial aspects of your award, your allowable costs, such as personnel as well as the documentation of your personnel costs, your supplies, equipment.

And restrictions on the use of funds such as lobbying, construction, innovations, fund raising - one of the new items that is not allowable are promotional items. So unless there's a direct message to your project you can't buy things like tote bags and T-shirts and those sorts of things anymore. So you can refer to 2 CFR Part 200, those are the government wide regulations and also should probably add to this side the HHS implementation of those, the 45 CFR Part 75.

For those of you who've been long-time grantees you know they were in two other places before and those have now been consolidated at 45 CFR Part 75.

Okay, when you're developing your application budget, be aware of the requirement for cautionary. Title X funds cannot make up 100% of the project's estimated costs. Projects must include other financial resources, so it can include patient fees, private insurance reimbursement, Medicaid is allowable, or any other resources that will be committed to the project. Applications must clearly identify the amount and sources of the funding contributed into the project on the 424A and the budget justification.

So the contribution of other funding has historically been interpreted as a minimum of 10%, so we will be looking for that. Program income is funds that are expected and generated from third party payers and patient fees and may be counted as part of your cautionary requirement but as long as you are funded it must be reinvested to further the objectives of the project.

So if you have generated program income and you essentially have to put it right back into the program.

Now we will talk about the process for submitting your application. So we are, as we have been for a few years, 100% electronic submission. And all applications come in through the grants.gov web portal. They must be submitted by 5:00 pm on the due date for your service area, so again we'll refer you back to Table 1 to make sure that you're aware of your due date.

Applications submitted after the deadline will not be accepted. Please make sure that you leave yourself enough time to submit an application. Highly recommend that you submit one a few days before and then if you perfect it you can submit another version. We will only take your last application.

Applications not conforming to the requirements will not be reviewed.

Applicants, you're encouraged to initiate your electronic applications early in the development process so that you can address any problems with submissions prior to the deadline.

We do not give out waivers for being ten minutes late, five minutes late. We forgot to upload our project narrative. None of those, so strongly, strongly recommend that you submit an application. As I have said before, it's better to have an application in than a perfect application in that's a minute late because that application will not be reviewed. Grants.gov will send you a tracking number after submitting the application. Please make sure you have

this. We've heard from folks in the past - oh, I haven't heard from you on my application. What's your tracking number? What tracking number? So please make sure that you retain that tracking number from grants.gov.

And grants.gov will validate your application and they will send you another notice, another reason for submitting early. That validation can sometimes take 48 hours. So if you submit one a few days in advance and you don't get that validation notice you have time to call grants.gov and try to find out what happened to your application. Experience has shown us it means whoever did the submission actually never fully submitted the application.

So please be sure to carefully follow the step by step instructions provided at grants.gov. We no longer provide them separately because from time to time grants.gov changes their process. So please refer to this page and even if you've done it before make sure you carefully follow their step by step instructions so that you're not missing any of the steps to get your application submitted.

We do have one addendum that we make to the grants.gov file and that's a type of applications that we allow you to use. So we only allow Word, Excel, PowerPoint, Adobe PDF or Image formats. We do not recommend scanning documents in PDF formats. If you do, then please make sure that your scan is clear and easy to read. And I will add to that. Check it out on a few different screens and resolutions because most folks are reading these online now. They're not printing them out anymore. So you want to make sure that when that comes up on screen and that it's easily readable.

Okay, so as I mentioned before your verification can take up to 48 hours. If it fails the validation after the submission deadline, there will not be an opportunity to resubmit. And your application must be validated to be

reviewed. If it fails validation, even though you got it in and will not be reviewed. And part of that process is making sure that your authorized representative is the authorized representative. That is where it will fail validation.

These are also for very few of you subject to the inner-governmental review of Federal programs so be sure in the section on single point of contact that you check to see if your state is still participating in that process.

Okay the screening rights criteria, I think we've pretty much covered all of them through the course of the presentation and they're all put here. But make sure it's on time. Make sure your project narrative is double-spaced on the equivalent of 8-1/2 x 11-inch page size with one inch margins on all sides and a font size not less than 12-point. And make that - and we don't say it here but please in easily readable font. Please don't pick something fancy or funny. That can be very difficult to read.

Your project narrative must not exceed 65 pages and then this will list all the forms that will not count toward that total. And then as I mentioned earlier your total with appendices is 150 pages. And then make sure that your proposed budget does not exceed the maximum indicated in the range of awards which for each of you is the specific amount listed for the service area for which you're applying. For example, if you're applying for New Hampshire, if you request more than \$1,471,000 your application will not be reviewed.

Okay, now we will describe the application review process. Another friendly reminder to read the entire announcement. Okay, so eligible applications, they are those that make it through that screening process I just described, will be reviewed and scored by a panel of independent reviewers. You will often hear

us refer to them as the Objective Review Committee. These individuals have technical expertise in applicable fields relevant to this program announcement. The objective review process is formal and confidential. The grants management and program staff is available during the committee meeting for questions and to ensure the process is consistent and fair and is only reviewing applications against the criteria presented in the funding announcement.

We do not participate in the discussion because then we also conduct our own review. So the grants management staff conducts a review for administration and business compliance and then the regional office program staff reviews for programmatic compliance. And then together we conduct what now is called a risk analysis. So the program and the grants management staff get together to discuss a number of items. These are laid out in the funding announcement on Page 33. They are also in the new uniform guidance regulations.

So these include your financial stability, your quality of management systems, and the ability to meet the management standards described in the new regulations, your history of performance. And this includes your ability to provide reports on time. If you're current or former grantees, that all gets taken into account now. Your conformance to the terms and conditions of your previous Federal awards and the extent to which any previous award will be expended prior to future awards.

So if you're not spending your money on current grants we will be taking that into account. We will also be looking at any reports and findings from audits performed and those will be any that are acceptable to us, your single audit act audit if you do one as well as any others we might be able to obtain. And our assessment of your ability to successfully implement the statutory, regulatory or any requirements of non-Federal entities.

So the other new piece to this is that we can also - we're also required now to review and consider any information about you that may be reported in the integrity and performance tracking system that's acceptable through the system for award management. This is currently what we call the FAPIFS, the Federal Award Performance Integrity Information System. So if some of you, especially if you've been contractors in the past, you may already have information in that system. We are now obligated to review that as well as part of this risk assessment.

So you should make sure you're keeping your eye on that system to see if there's any information reported on you or whether it's accurate. So funding decisions are made by the regional health administrator for the region of the service area for which you are applying. A consultation with the Deputy Secretary for Population Affairs, who is now the Acting Deputy Assistant Secretary for Population Affairs, and the Assistant Secretary for Health who is now an Acting Assistant Secretary for Health or their designees.

So when these funding decisions are made, we take the input from the objective review as well as the Federal staff reviews and joint risk analysis. We will also take into account the geographic distribution services, the extent to which the funds requested for a project maximize access for the population in need within the service area as announced in Table 1. The extent to which project rely on sub-recipients to provide services can provide required services in best serving individuals in need throughout the anticipated service area.

And the extent to which projects best promote the services of section 10-01 of the public health service act within the limits of funds available. And as reminder, all award decisions including the level of funding if an award is made are final and are not appealable to any officer or official within the

Department of Health and Human Services or the Office of Assistant Secretary for Health. These are discretionary decisions. They are not appealable.

Okay, your length of your project period can be up to three years and you will submit - if you are successful you will submit a non-competing application for the interim years that will include your progress reports for plans, budgets in the budget justification. Budget periods are generally one year only. There may be some adjustments based on our administratively advantageous project start dates. And then unsuccessful applicants will be notified by the Office of Population Affairs.

Okay we will now describe the funding process. For those of you who get through this entire process and you are successful. The Office of Grants Management is the official contact for a grantee or recipient. All official communication related to grants is between the Office of Grants Management and the successful applicant. We may contact you during the competitive phase for additional information or even perhaps to negotiate some issues. That does not mean that you're getting an award. It just means that we don't have all the information that we need to decide whether or not you may get an award.

So and you will generally be contacted by someone from OGM or a combination of OGM and the program office. If you are successful, you will receive a notice of award and this is your notification that you have been selected to be a grantee, your award amount, your entire project period and your initial budget period. It will include any conditions on the award so that is all of those things that you must do as a condition of receiving the grant funds.

And it includes standard terms, your reporting requirements, and then your contact information for your grant specialist and your project officer in the program office.

Okay, now we'll conclude with some tips to assist you and once again, read the entire funding announcement. And I'm done and will kick it back to David.

David Johnson: Thank you, Alice. So part of what Alice indicated before is that really the heart of the application is the project narrative. One of the things that we want to be clear is really for you to be clear on your application and be completely concise. And really to explain as much as you can what you want to do and how you want to do it.

From a strategic perspective, it's really helpful for the reviewer when they review these to be able to not have to look too hard for information. As stated, generally the easier the application is to review, often it means it's going to be scored better because it's organized a little bit better, it's more thoughtful, and the description is very clear.

Please make sure to clearly identify the sections in the application and indicate which component is being addressed within is also very helpful. Another very important piece is that project narrative must describe all required information within 65 pages. Do not use appendices to expand this page limit as well as really there isn't really a need for a table of contents either. This typically is included as one of the 65 pages, so by eliminating a table of contents you increase your page count by one.

As Alice said before goals really and objectives need to be specific, measurable, achievable, realistic and time-framed. That helps the reviewers as

well as when if you are a successful applicant to identify what it is you want to do and how you do it and when it should be expected to be completed.

Activities in the work plan really need to go back directly to the proposed goals and objectives and these are defined as you have written in your application. The program work plan, evaluation plan and budget should provide a complete picture of how applicant will address the service area as well as also the purpose and expectations within the program announcement.

As we said before, please make sure to read through the whole announcement and understand that each year the announcement changes slightly but enough to make a significant difference.

Regarding staffing, staffing should be appropriate and reasonable for what you're planning on to achieve throughout your application. Please be complete in describing what the staff will do, the experience required, the percent time they will be assigned to the project as well as any, you know, include brief private descriptions and bio sketches for key staff within your appendices.

Again be clear in these. They also, you know, from a strategic point they really actually don't need to be 28 pages deep. They need to be brief so that they're clear to an objective review or the qualifications of these key staff and how they are integrated and important to your defined project.

The budget is really another key piece and it should be able to provide adequate funds to carry out the proposed work plan that you described, the evaluation plan as well as the administrative responsibility that you've indicated and included within the project. It should be reasonable and relate directly to the goals and objectives.

In addition, don't request more funds than are available. This is actually one of the screening criteria and asking for a dollar over will get you screened out and your application will not be reviewed. In addition to the amounts that are indicated in Table 1, this amount is inclusive in the indirect costs. The operating budget should be complete and include Federal and non-Federal funds as indicated in the 424 in the budget pages as well as a project income from fees and third party payers and other contributing funds should be included in your budget as well.

Electronic submission is required. There is not an alternative to this. Please don't wait to the last minute for a couple of things. The SAM registration as well as also because of the electronic submission process. Grant solutions as well as grants.gov are computers and sometimes as you can see in the bottom right-hand picture of the individual there, that is not an uncommon sight. So please don't wait to the last minute before you begin your submission process.

Questions, we're going to open it up right after this slide. But regarding the program announcement, has information both at the Office of Grants Management as well as the program office. For information related to family planning programmatic requirements, the Office of Population Affairs contact which is myself, David Johnson, is most appropriate. And for information related to budgetary and administrative requirements, the Office of Grants Management Robin Fuller is the appropriate person to contact.

So, (Holly), if you could advise instructions on how to submit for questions we are ready.

Coordinator: Thank you. If you would like to ask a question over the phone, please unmute your line, press Star followed by the Number 1 and record your name clearly

when prompted so I may introduce your question. To withdraw your question press Star followed by the Number 2. Again, to ask a question, Star followed by the Number 1. One moment please for incoming questions.

Our first question comes from (Nancy Cohain). Go ahead, your line is open.

(Nancy Cohain): Good afternoon from us on the East Coast. My question is about data on outreach and enrollment and sustainability indicators. Can you provide any more information in that section about what form you're talking about?
Thanks.

David Johnson: Thanks, (Nancy). So regarding the sustainability indicators, I believe that you're referring to one of the additional reporting requirements.

(Nancy Cohain): Correct, and it's listed on the bottom of Page 42.

David Johnson: Right, so in here actually it says that's one of the areas that we are - that survey or that form is actually currently in the Office of Management and Budget review. So once we actually are able to get that form cleared through OMB we'll be able to provide it and send it out. So those instructions will actually be forthcoming, not only in how, when, where, and in what method we are going to be collecting that data.

So that's a long way of saying we really don't have any more information indicated there.

Alice Bettencourt: I can just add to what David said. At least, depending on when your application is due, that form may or may not be OMB approved at that time. So we would expect you to just indicate an assurance that once that form is OMB approved that you would, you know, submitting the required data. If by

chance the form is approved by the time your application is due, then you'd be able to see that form ahead of time.

(Nancy Cohain): So you will not be required to report on it until it's approved.

Alice Bettencourt: Right.

(Nancy Cohain): Thank you.

David Johnson: Thanks.

Coordinator: Our next question comes from (Linda Snider). Go ahead, your line is open.

(Linda Snider): Hi, thank you. Throughout the presentation, you do make mention of either applying for the full region as described in Table 1 or a portion of the region. Yet there are a couple of places through the RSA that indicate almost that the priority is on projects that are going to apply for the entire service region identified in Table 1. So is OPA going to accept applications from persons who are interested in only doing a regional portion or are you looking entirely for state-wide proposals?

And then I have a secondary question. With this as a competitive application are you required to do an interim progress report if you are in year one of a one-year funded project? Thank you.

David Johnson: I'll address the first one. One, no, the areas are actually being announced as entire states so that's how we actually have moved to publishing the entire state as the competitive service area. So the Office of Population Affairs will accept both applications that are requesting coverage for only specific geographic areas as well as -- or geographic area -- or also the state-wide. So

entities can come - can provide applications for both state-wide and one or more than one geographic area within that competitive service area.

Alice Bettencourt: So if I could just add to what David is saying, too, you probably are referencing there's a couple of areas in that Table that list competitive areas where there's a number of specific areas that are listed. And those are in states just where that particular specific geographic area is available for competition right now with the plan that ultimately each state will come up for competition as the entire state at one time. But it doesn't mean that our objective is just to fund one application per state.

We are the statute for Title X as well as regulation specifies that applications are welcomed from, you know, public or private, local or regional entities. So you can apply for part of the state or the entire state and even an applicant could potentially send two separate applications, one for the entire state and one for a piece of the state. So hopefully that's clear.

David Johnson: And then the second question was related to private queries so one year and in our progress report will not be required for a one-year period.

Alice Bettencourt: Unless it specifies in the announcement. I mean, if you're referring to, you know, we have funded some grant projects that are one-year in length, like enrollment grants in the past, and with some of those opportunities we have had interim reporting requirements that for a services grant unless it's specified as a condition on the award there would not be an interim report due.

David Johnson: There's also a question online and it was asking about where the work plan should be identified or included within the application. On Page 22 of the FOA, it indicates actually that it should be included as appendices. If there

was a piece in the slide deck that it was supposed to be part of the work plan, then I apologize and I'll make sure that that's correct.

I think there are no further questions online. Again, the recording will be - as well as the PowerPoint - will be available on the OPA Web site. And once that is up, expect it in about two weeks is usually average.

(Holly) are there any more questions?

Coordinator: I show no additional questions at this time.

David Johnson: Great, well if you have any other questions, please refer to the FOA and you can either contact me or Robin Fuller at the Office of Grants Management for further questions about this. Thank you for your participation and all the best.

Coordinator: This concludes today's conference. Thank you for participating. You may disconnect at this time. Speakers please stand by for the post-conference.

END