

NWX-OS-OGC-RKVL

**Moderator: Marilyn Keefe
September 6, 2012
1:00 pm CT**

Coordinator: Welcome and thank you for standing by. At this time we'd like to inform all parties your lines will be listen-only for the duration of today's call. During today's question and answer session, you may press star 1 on your touchtone phone.

Today's conference is being recorded. If you have any objections, you may disconnect at this time. And now I'll turn today's meeting over to Marilyn Keefe. Thank you, you may begin.

Marilyn Keefe: Thank you. This is Marilyn Keefe. I'm the Deputy Assistant Secretary for Population Affairs at HHS. Welcome to the FY '13 Technical Assistance Conference Call for Title X Family Planning Competitive Services Grants.

During today's call, we'll be providing an overview of the announcement intended to familiarize applicants with the Title X program, the application, and funding processes. We won't be answering questions about specific applications.

I'd like to introduce our speakers for this Webinar, Commander Nancy Mautone-Smith who is a public health advisor in the Office of Population Affairs. She'll be talking about Title X programmatic issues and policy issues related to the application process. Our second speaker will be Alice Bettencourt who is the Director of the Office of the Assistant Secretary for Health, Office of Grants Management, and she'll be talking about the administrative and budgetary requirements for the funding announcement. This call will be recorded and it will be available soon on the OPA Web site.

I want to turn the call over now to Commander Mautone-Smith. Take it away, Nancy.

Nancy Mautone-Smith: Thank you, Marilyn. Today I'll be discussing Title X programmatic policy issues that will hopefully assist you in 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 US Department of Health and Human Services or HHS. Kathleen Sebelius is the Secretary of Health and Human Services.

Within HHS, the Office of the Assistant Secretary for Health, or OASH, oversees a number of core public health offices. Dr. Howard Koh is the Assistant Secretary for Health. The Office of Population Affairs, 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 decentralized activities that occur within the HHS regional offices.

The Office of Grants Management maintains responsibility for administrative, business, and budgetary elements of Title X Family Planning Services Grants. They implement the Grants Policy Directives, Grants Policy Statement, and federal rules that are applicable to all grants. They also provide direct management and oversight throughout the life of the grants.

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

There are several major provisions of the Title X statute 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 National Training Center addresses a specific topic area; coordination and 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 Web site, publications, and our clinic directory.

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

The Program Guidelines for Project Grants for Family Planning Services, often referred to as the guidelines, specify that the mission of Title X is to provide individuals 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 a variety of educational, medical, and social services to assist individuals with planning their families. Services include preventive health care, 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 safe - to safely provide contraception and clinical procedures as indicated for the method, related preventive health services, and services for adolescents. All services must be provided in accordance with nationally recognized standards of care.

Other key points to note are that Title X services must be voluntary, confidential, and provided under 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 the 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 for services, although projects must bill all third parties authorized or legally obligated to pay for services. A schedule of

discounts must also be developed for individuals with family incomes between 101 and 250% of the federal poverty level and it must be implemented with sufficient portional - proportional increments so that inability to pay is never a barrier to service. Charges must also 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, the District of Columbia, as well as eight US territories and jurisdictions. Title X service sites provide family planning and related preventive health care 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 announcement for each service area listed in Table 1 on Page 27.

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 Grant Solutions. Please be sure to read the entire funding announcement. Use it as your checklist for completing your application.

Nancy Mautone-Smith: Any public or nonprofit private entity, including faith and community-based organizations, American Indian, Alaskan Native, Native American organization, located in a US state or territory is eligible to apply for a Title X family planning services grant. Private nonprofit organizations must provide proof of their nonprofit status. And remember, applicants must demonstrate their capacity to carry out the requirements of the Title X program.

This announcement also restates the Title X reg- statutory language that specifically protects the right of local and regional entities to apply directly to the Secretary for a forward-looking statement 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 indirect costs.

The application must provide a clear description of the capacity of the applicant to deliver the required services. This includes the administrative, management, and clinical capacity of the organization. As previously mentioned, applicants must include all required clinical services in the description of their proposed project. Please refer to Title X regulations and guidelines for more information. These documents can be accessed on the OPA Web site at the link included on this slide.

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

Alice Bettencourt: Once again, I'm sure you're picking up on our theme by now, but we can't stress enough the importance of reading the entire announcement.

When completing your application, please be complete and 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 more detail. This slide provides a list of the required forms and other information that must be submitted with your application.

A DUNS is now required for all federal grant recipients. If you do not have one, you should obtain one immediately.

You must also complete registration in what was once known as the Central Contractor Registry and is now known as SAM, the System for Account Management. 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 in SAM. If you are already registered, be sure to maintain your registration. If your registration has expired at the time we make award, you will likely not receive an award.

And this is just our big reminder, the program announcement says CCR because SAM did not exist at the time we completed it. Everywhere you see references to the CCR those now refer to SAM, the System for Awards Management. The regulatory requirements for registration remain unchanged.

The application narrative is limited to 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 they truly add to your application. Do not sub- (brochures) or bound materials. We only accept elec- via electronic submission.

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

description of the need for services, the organizational capacity, and the plan for how services will be delivered. Applicants should establish a work plan within this section.

Goals and objectives described in this section should follow the acronym SMART. That is they should be specific, measurable, realistic, achievable, and timeframed. Goals and objectives should also include an evaluation plan.

The information contained within the project narrative is considered the scope of services, which is also sometimes referred to as the scope of the project. If approved for funding, the activities outlined in the scope of the project and scope of services become part of the agreement between the federal government and the successful applicant who will become the grantee.

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

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

There are several elements to be included in the project budget. These include the Standard Form 424A, 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.

Alice Bettencourt: Please be sure to complete the Standard Form 424. Follow the instructions carefully. You also need to complete the Standard Form 424A, Budget Information for Non-Construction Programs.

Please note that the FY '12 HHS Appropriations Act including a - included a salary limitation restricting the salary of an individual compensated through grants and contracts to Executive Level 2 or 179,700. This means if you want to charge the person full time to your grant, your application should reflect a 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 funding under a continuing resolution, this requirement will remain. It could, however, change with a final appropriation. For your detailed budget and budget justification, make sure you provide the details of each item.

OMB cost circulars define cost principles and describe other aspects of managing your federal funds. Please be sure to use the circular that applies to your organization. Also note that all of the circulars have been incorporated into regulation at 2 CFR.

Nancy Mautone-Smith: When developing the application budget, be aware of the requirement for cost sharing. Title X funds cannot make up 100% of the project's estimated cost. Projects must include other financial resources. For example, Medicaid, patient fees, and private insurance. Applications must clearly identify the amount and the sources of funding contributed to the

project on the 424A and within the budget justification. Contribution of other funding has historically been interpreted of a minimum of 10%.

Program income is expected and is generated from third-party payers and patient fees. It may be counted as part of the cost sharing requirement and must be reinvested to further the objectives of the project.

Alice Bettencourt: 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 pm 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 deadline.

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 include the only person authorized to submit applications got sick and could not submit on the last day, an organization's computer system went down on the last day, or 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 application. It is better to be sure you have an application submitted and validated than to have a perfect application that misses the deadline.

I won't go over these new requirements in detail for file names, but just be sure to use the accepted characters on this slide. For those of you who have used grants.gov before, this is a brand new requirement that just got implemented. So please be sure to follow this carefully or your files will not be accepted.

Grants.gov will validate each application. This process can take up to 48 hours. You will receive notification that the application has been validated. As I noted, if the application fails validation after the submission deadline, there will not be an opportunity to resubmit. Your application must be validated to be reviewed.

Applications submitted under this announcement are subject to the requirement of intergovernmental review for federal programs affectionately known as the SPOC requirement, or State Single Point of Contact, if the state is participating.

This slide shows 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 limits. Additionally, the proposed budget must not exceed the amount available in Table 1 for the (unintelligible).

Next we will describe the application review process. And you should all know this by heart now. Read the entire funding announcement.

Nancy Mautone-Smith: 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 that are relevant to the program announcement. The objective review committee process is formal and confidential. OGM and OPA staff is available during the committee meeting for questions and to ensure the process is consistent and fair but do not participate in discussion and scoring.

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

Funding decisions are made by the regional health administrator for the applicable HHS region in consultation with (OGAPA) and the ASH or their designees. When making funding decisions, the input from the objective review committee and federal staff is considered. Awards will be made to those projects which best promote the purpose of Section 1001 of the Public Health Services Act within the limits of funds available.

The length of the grant project period can be up to three years. During the interim years, non-competing applications are submitted. These applications include progress reports, work plans, budgets, and budget justifications. Grant budget periods are for 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 Office of Grants Management and the successful applicant.

Alice Bettencourt: 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 reviews. If we contact you during this stage, it does not mean that you have been selected for an award. It just means that you are being considered for an award.

The Notice of Award is the binding legal document that will notify you if you have been selected for an award. It will include all of the relevant terms and conditions of your award, reporting requirements, contact information for your project officer and grants management specialist. You are fortunate enough to receive one at the end of the competitive, please review it thoroughly and carefully and call the provided contacts with any questions.

Nancy Mautone-Smith: Let's conclude with a summary and some tips that will assist you during the application process.

Alice Bettencourt: One more time, read the entire funding announcement.

Nancy Mautone-Smith: When developing the project narrative, be clear, complete, and concise in the project description. Follow and address exactly what is requested in the program announcement. Don't make the reviewers search for the required information. Generally, the easier the application is to review, the better the score. Clearly identify the sections of the application and indicate which component is being addressed.

Pay careful attention to page limits. Remember, the project narrative must include all required information within 65 pages. Do not use appendices to expand the page limit.

Be sure to make the goals and objectives of the program work plan SMART. That is specific, measurable, achievable, realistic, and timeframed. 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 com- be complete in describing the expertise required, what staff will do, and what percentage of time staff will be assigned to the project. Applicants can include position descriptions and bio sketches for key staff in the appendices.

Alice Bettencourt: The budget should include adequate funds to carry out the proposed work plan, evaluation plan, and the administrative responsibilities of the project. It should be reasonable and relate directly to the goals and objectives. And again, do not request more funds than are available as listed in the ta- in Table 1. This amount is inclusive of direct 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 via grants.gov is required. Do not wait until the last minute to begin SAM or CCR registration or update your registration and do not wait until the last minute to begin your electronic submission. Problems could arise.

Marilyn Keefe: And with that I think our presentation is almost complete. Thank you again, Nancy and Alice, for a terrific presentation.

We understand this was a lot of detailed information, so if you're confused we welcome your questions now and in the future. 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. Just as a reminder, one more time, please contact the appropriate regional office with questions about Title X programmatic requirements and contact the Office of Grants Management with questions related to budgetary and administrative requirements.

So I think we have a little bit of time now if folks do have questions.

Coordinator: Thank you. At this time if you'd like to ask a question, press star 1, please. Please unmute your line and record your name to be introduced. Again, for questions or comments, press star 1. If you'd like to withdraw the request at any time, you may press star 2. Thank you. One moment for your first question.

Thank you. Our first question comes from (Amy). Your line is open.

(Amy): I have a couple of questions, if I could. In March of 2011 there was a guideline for completing grant applications, is there a revised one that is available?

Marilyn Keefe: Alice, would you like to answer that?

Alice Bettencourt: No. Everything you need is in the funding opportunity announcement. There are no longer any separate guidelines.

(Amy): Okay. Then the follow up to that is then do you want the narrative numbered as it is in Pages 21 through 25 in the announcement?

Marilyn Keefe: Sorry, we're just looking at the grant announcement.

Alice Bettencourt: Yes, I don't believe - we didn't...

Nancy Mautone-Smith: Could you say specifically what you're referring to on Page 21 of the announcement?

(Amy): Where it - at the bottom of the page it starts, "Successful proposals will fully describe how the project will address Title X requirements and should include the following," and then it numbers them one through 20.

Alice Bettencourt: It's not required, but that would - when we say follow along with the program announcement and make sure you address everything, that would help the reviewers to know that you have addressed everything.

(Amy): Okay.

Alice Bettencourt: But it is not required.

(Amy): Okay. And then on Page 8 of the - when you're talking about the OPA priorities...

Alice Bettencourt: Yes.

(Amy): ...in the announcement there's a misnumbering. It goes 1, 2, 4. Is the preference that if we're referring to those OPA priorities in our grant

application that we number them the way they are in the RFA or we correct the error?

Marilyn Keefe: I think that's fine, although you certainly won't be dinged if you number them differently. But it's - glad to see that somebody is reading very carefully.

(Amy): Okay. And then one - my final question is on Page 14 there is a reference to curriculum vitae. Is it acceptable just to do the bios like you talked about in the PowerPoint or do you prefer resumes?

Nancy Mautone-Smith: (We'll) like to refer you back to Page 14 where it talks about curriculum vitae, organizational structure, examples, you know, we're not prescribing the method that you have to use to provide that information. We just ask that you remain within the page limits in doing so.

Marilyn Keefe: Right. And I think when we use the term curriculum vitae, if you want to use a resume or some other biographical information that would be just fine.

(Amy): Okay. Thank you.

Marilyn Keefe: Thank you.

Nancy Mautone-Smith: Okay. We have some questions in the Q&A chat pod here. First is it looks like from (Molly). Is an itemized bill required for a Title X appointment?

That question is actually best redirected to one of us here at the central office or your regional program staff. That's not part of the competitive application process. So we'll refer you back.

Marilyn Keefe: Although we're happy to answer that question. It's just not the right forum for it.

Nancy Mautone-Smith: Next we have a question from (Annie). Will non-competitive continuation grants be submitted through grants.gov or Grant Solutions?

Alice Bettencourt: That's, again, not part of this competitive process, but we expect to still be using Grant Solutions in the future. So non-competitive applications would come in through Grant Solutions.

Marilyn Keefe: Other questions?

Nancy Mautone-Smith: (I have here)...

Coordinator: From the phone we do have a couple questions.

Marilyn Keefe: Okay.

Coordinator: Thank you. (Lorna), your line is open.

(Lorna): Thank you. My question is, the funding amount for each state, is that for one application per state?

Nancy Mautone-Smith: Well, that is for the service area, meaning the - just that. The area to be served within that state. And it...

Alice Bettencourt: So you could request a portion of that if you're only proposing to serve a portion of the service area, but you cannot request more than that.

(Lorna): Okay, so either you're serving the entire state or a portion of the...

Alice Bettencourt: It will be the entire service area. Some of these are not entire states.

(Lorna): Okay, so I'm from California. It says California and there's, you know, I don't know, 20 million or something. So you can apply to serve only a portion of the state or the community that you're in.

Marilyn Keefe: Yes, correct. Exactly.

(Lorna): Okay.

Alice Bettencourt: You just need to be sure that in your application you explain what service area you are proposing and that the budget matches the services you are proposing.

(Lorna): Right.

Marilyn Keefe: Presumably you wouldn't ask for the entire amount if you were just serving one city, for example.

(Lorna): Right. Okay. I just wanted to clarify that you didn't have to serve entire California.

Marilyn Keefe: That's correct.

Alice Bettencourt: That's right.

(Lorna): Okay. Thank you.

Coordinator: Thank you. Next question, (Brenda Thomas), your line is open.

(Brenda Thomas): I have some qu- a question around training. And I know that we have new regional training centers, but my question is do we need to budget for training within our competitive application and the cost of that training or is all of the cost of training being adopted by the training centers?

Marilyn Keefe: Folks just need to ensure that their staff has access to the proper training. That can be a part of the budget or not.

Nancy Mautone-Smith: We also have an online question from (Lucy). Is there separate guidance for non-competing applications?

Marilyn Keefe: That would be covered - if you are a successful applicant, we would address that when it's time for the non-competing application.

Nancy Mautone-Smith: I have a question from (Molly). Can we include startup costs in the proposal, such as we're charging - oh, changing bill pol- billing policies?

What we can say is that part of how your application will be evaluated is your organization's ability to make rapid and effective use of the federal funds.

Alice Bettencourt: An individual allowable cost, you should take a look at the OMB cost circular that applies to your organization. Not knowing the specifics of what you need to do, you should check those cost circulars before you include something in your budget.

Nancy Mautone-Smith: Okay, we have a question from (Debra). When formatting tables and the work plan in the narrative, do they also have to be double spaced and 12 point type?

Alice Bettencourt: The requirement is double spacing and 12 point font.

Nancy Mautone-Smith: Okay. A question (Tricia). Do the one inch margins apply to all four sides? The guidance says both sides.

Marilyn Keefe: Both sides.

Nancy Mautone-Smith: Okay, we have a question from (Helen). It says in the past training centers have had funding to provide training to grantees, will this be offered again or will this need to be budgeted at the grantee level? And I think we've really responded to that question already.

Anyone on the phone, operator, that would like to ask a question?

Coordinator: We do. We have (Helen) in queue. I'm not sure if your question has already been answered. Your line is back open.

(Helen): Hi, no, I have a separate question. Back on Page 7 and Page 8 when we're talking about the program priorities, it looks to me like it's not just misnumbered, but that Program Priority Number Three is missing. And that was the one where, let me pull it up, when we talk about providing preventive health care services in accordance with national standards of care.

Marilyn Keefe: Oh.

(Helen): I wanted to bring that to your attention and...

Marilyn Keefe: Yes. We - it actually was - it's under two, did we just not have a Number 3? I think this may be actually a formatting issue for us.

(Helen): Yes, I think it's just missing?

Marilyn Keefe: Well, it says...

Woman: There.

Marilyn Keefe: ...under Number 2 it says, "Provide service in accordance with Title X program requirements and nationally recognized standards of care." We'll have to take a look, but I think actually the information is there, we just don't have a Number 3.

(Helen): Okay. That's fine. Okay.

Marilyn Keefe: Thank you for bringing that to our attention though.

(Helen): Okay. And then I have one other question, if I may. In the narrative, the directions for the narrative in this section, one phrase that's used quite a bit that we hadn't had before was evidence of, for example, provide evidence of the experience. Do you just mean to describe that or is there something in addition that you're looking for in providing evidence?

Marilyn Keefe: I think a description would be just fine.

(Helen): Okay. Thank you very much.

Coordinator: Thank you. Next question, (Jodi), your line is open.

(Jodi): Hi, everyone. Quick, easy question. Are all attachments or addendums, do they also have to be double-spaced? A lot of ours have been formatted by our state government, et cetera, but we can get permission to double space them if needed. Can you comment on that, please?

Alice Bettencourt: If they're existing documents that you're submitting as your appendix, then submit them as is. If it's something you're creating or writing, it needs to meet the requirements.

(Jodi): Thank you.

Coordinator: Thank you. Before our next question, again for questions or comments, press star 1. Next we (Elise). Your line is open.

(Elise): Hi. I just want to confirm actually the question that was answered before. In the past when we submitted work plans or work tables, the information that was in the table has been single spaced, but what I'm hearing is that information now needs to be double spaced. Is that correct?

Alice Bettencourt: Correct.

Marilyn Keefe: Thank you. That's a good question. Yes.

Nancy Mautone-Smith: Yes, (let's see). We have in the chat pod from (Sharon). Another training question. It seems in Program Priority Number 1 a statement on ensuring grantees have the capacity to train staff and that staff have received training on Title X program requirements, does that mean it's (see) staff our trained? I'm not quite sure what the question is there. Oh, if they are trained that they are to come back and retrain others.

Alice Bettencourt: That is not what's intended there. What is intended in that priority is that it is the responsibility of service grantees to ensure that their staff have appropriate training on Title X requirements. So that was never intended to be solely the

responsibility of training grantees, even though I know we've changed the structure of training now.

It will your - you'll - it will be your expectation as a service grantee, if you're awarded a service grant, to ensure that your own staff have the appropriate training on Title X program requirements and that you have that capacity to provide that training and orientation to them. If you review the service regulations, it's clearly spelled out there. And that would include also any sub-recipient agencies that receive funds under you, that you need to have the capacity to make sure that they are trained and know what Title X requirements include.

Marilyn Keefe: Other questions either orally or in writing?

Operator It shows we do have another question in queue on the phone. One moment, please. All right, thank you. From the phone, (I believe) you have (Bill). Your line is open.

(Bill): Thank you. My question is in the changing of the training function, one of the things that training organizations had in the past were dollars available for technical assistance. Is there going to be any similar dollars available and should that be considered in developing the application?

Alice Bettencourt: There will be - we do have training assistance that could be available or might be available through the - through our federal TA contract, however, I would - if you already know that you have technical assistance needs at this point, you need to put them in your budget.

(Bill): I was...

Alice Bettencourt: (Occasionally)...

(Bill): ...(particularly of) technical assistance needs in order to be able to address the expectations and the requirements of the Affordable Care Act.

Alice Bettencourt: We do have a training grantee that is funded that will be starting up very, very soon, and that will be within their responsibilities. But if you already know that you have specific things that you need to address, for instance like health information technology or other things to address the Affordable Care Act, you need to budget accordingly.

(Bill): All within the limits of the dollars that are currently available. Is that correct?

Alice Bettencourt: That's right. Yes.

(Bill): Thank you.

Alice Bettencourt: That doesn't mean that wo- there won't ultimately be some assistance through training or technical assistance available moving forward, but at least for right now you need to budget, put that into your budget, you know, what you're anticipating your needs might be.

(Bill): Thank you.

Alice Bettencourt: You're welcome.

Coordinator: Thank you. And next question, (Melanie), your line is open.

(Melanie): Hi. Question for you, trying to get clarification on the work plan. Does that mean that both sides have to be a full inch and double spaced and 12 point font...

Alice Bettencourt: Yes.

(Melanie): ...on the work plan? Thank you.

Alice Bettencourt: Okay.

Marilyn Keefe: Other questions?

Coordinator: We have another question from the phone. (Tricia), your line is open.

(Tricia): Hi. I just wanted to confirm, it's related to the work plan but not about the spacing. I want to confirm that it's my understanding that the work plan itself, the document itself is not part of the narrative, however, as part of the narrative you still want goal statement and SMART objectives within the narrative. Is that correct?

Alice Bettencourt: No, that - well, that - the work plan is part of the project narrative.

(Tricia): Because on Page 14 it says the project work plan, letters of commitment, and vitae of key personnel are not counted as part of the project narrative for the purposes of the 65 page limit.

Marilyn Keefe: Looking - we're looking at the page that you're citing and you're absolutely correct in what you say. I think our intent was actually that the project work plan be part of...

Alice Bettencourt: Part of the appendices. So it counts towards your - it does not count towards your 65 page limit, but it counts towards your 150 page limit.

(Melanie): Okay, great. Just wanted to make sure. Because in the narrative part, Number 17 on Page 24, it talked about goal statements and related outcomes and all that.

Marilyn Keefe: Yes, thank you for pointing that out, though. That's helpful to know.

(Melanie): Thank you.

Coordinator: Thank you. Next question, (Brenda), your line is open.

(Brenda): That was my question. It's been answered. Thank you.

Coordinator: Okay. Thank you. And next we have (Melanie). Your line is open.

(Melanie): Okay, so with the clarification on Page 14, knowing that it's part of the attachment and our page limit, we are now not limited to the 12 point font, double spacing of the work plan and the margin requirements, correct?

Alice Bettencourt: No, all pages have the 12 point font and margin requirements. Except as we noted, if they're existing material such as a state produced report and you are not the state applying, you're creating it for your document, it has to follow the 12 point font, double spacing, one inch margins on both sides.

(Melanie): All right. Thank you.

Coordinator: Thank you. And at this time we're showing no further questions.

Marilyn Keefe: All right, everyone. Well, thank you very much for participating. Thank you for your interest and we look forward to your applications. Thank you, Alice, and thank you, Nancy, and all the staff of OPA. Good afternoon.

Coordinator: Thank you. That does conclude today's conference. You may disconnect at this time.

END