FY 16 Announcement of Anticipated Availability of Funds for Family Planning Services Grants

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Technical Assistance Conference Call

NOVEMBER 16, 2015
3:00-4:00 PM EST

Welcome!
Title X Family Planning Services Grant Applicants

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Technical Assistance Conference Call Introduction:

- Purpose and format of this call
  - **General Technical Assistance**
  - **Will not answer questions regarding specific grants**

- Introduction of the Speakers
  - **David M Johnson, Public Health Advisor, Office of Population Affairs**
  - **Alice Bettencourt, Director, Office of Grants Management**

Materials Needed for the Call:

- **The Program Announcement**: FY 2016 Family Planning Services, as found at:
  - Grants.gov: http://www.grants.gov/
  - CFDA 93.217

US Department of Health and Human Services

Secretary of Health and Human Services:
Sylvia Burwell

Office of the Assistant Secretary for Health (OASH)

Acting Assistant Secretary for Health:
Karen DeSalvo, MD, MPH, MSc

Organizational Structure

Office of the Assistant Secretary for Health (OASH) Public Health Offices:

- **Office of Population Affairs (OPA)**
- Office of the Surgeon General
- Office of Adolescent Health
- Office of Disease Prevention and Health Promotion
- Office of Health Care Quality

- Office of HIV/AIDS and Infectious Disease Policy
- Office of Human Research Protections
- Office of Minority Health
- Office of Research Integrity
- Office on Women's Health
- National Vaccine Program Office

Organizational Structure
# OASH: OPA & OGM Partnership

OPA:

- Programmatic responsibility
- Policy office for Title X Programs
- Management of de-centralized programmatic activities within 10 Regional Offices
- Oversight of projects with national scope such as the National Training Centers

Office of Grants Management:

- Administrative, business and budgetary responsibility
- Grant Administration: Grants Policy Directives, Grant Policy Statement & Federal rules applicable to all grants
- Management & Oversight:
  - Pre-award processes
  - Notice of Award
  - Post-award processes (budget revisions)
  - Financial Status Reports
  - Audit resolution
  - Grant closeout

OASH Regional Offices

U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES
REGIONS
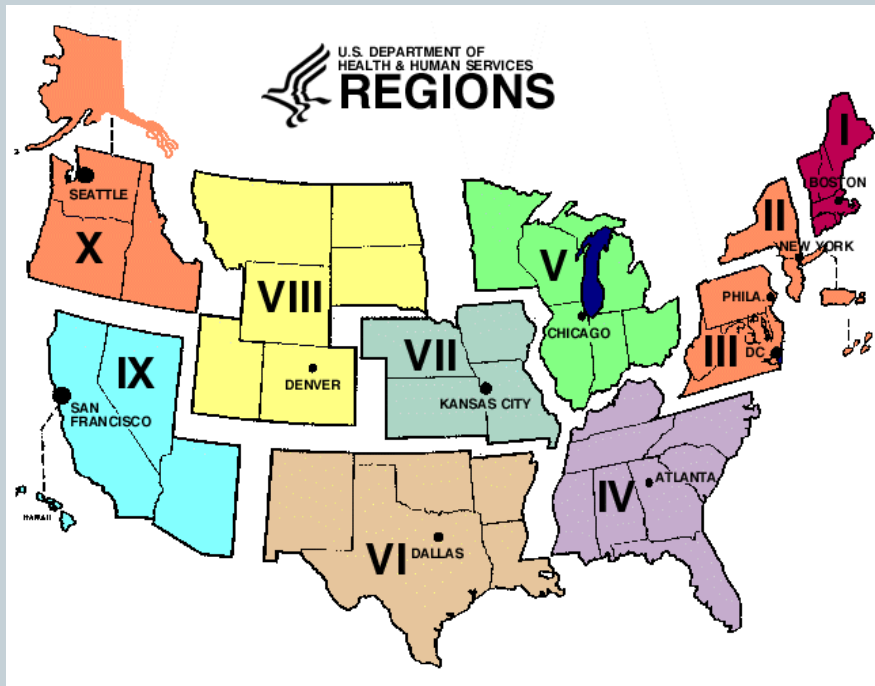
OASH Regional Offices:

- Are located in major cities, serving multi state areas
- Are staffed by Project Officers who monitor grant activities, conduct site visits and comprehensive program reviews, provide programmatic support and technical assistance to Grantees
- Overseen by the Regional Health Administrators (RHAs)

Title X Services Grants
Public Health Service Act

Major Provisions of the Law:

- 1001: Services- provided by public and nonprofit entities
  - More than 4,100 service sites in the system
  - Approximately 4,130,000 clients served annually

- 1003: Training
  - Five National Training Centers

- 1004 Title X Research
  - Evaluation activities and Service Delivery Improvement Research

- 1005 Title X Information and Education
  - OPA website, publications and clinic directory

- 1008 Prohibition of Abortion

Title X Mission:

To assist individuals and couples in planning and spacing births, contributing to positive birth outcomes and improved health for women and infants

- To make certain that people who want and need family planning services can receive them. Priority is for individuals from low-income families.

- To provide individuals with the educational, medical, and social services they need to plan their families.

- To include related preventive health care such as Pap tests, breast exams, HIV and STD tests, and other services related to reproductive health and family planning.
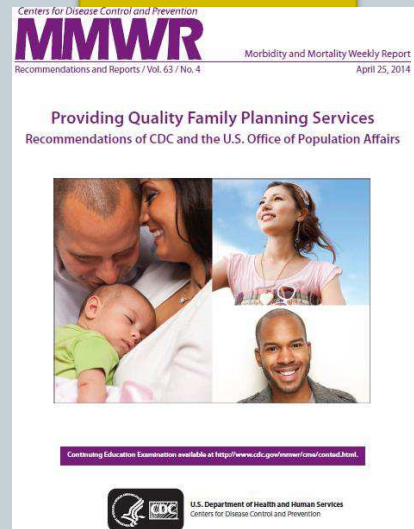
Scope of Title X Service Requirements:

- Broad range of acceptable and effective FP methods

- Education and counseling related to FP

- Physical exam and related preventive health services

- Pregnancy diagnosis and counseling

- Adolescent services

- Clinical procedures as indicated for method

- Laboratory tests as indicated for method

- Basic infertility services

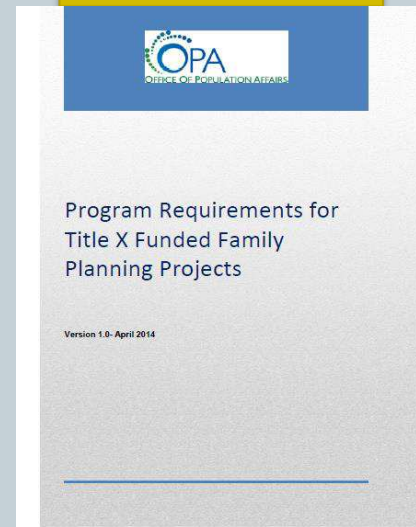- STD and HIV prevention education; counseling and testing either on-site or by referral

Title X Program Guidelines

QFP

Program Requirements

Title X funded Family Planning Services must be:

- Voluntary

- Confidential

- Provided to any person, male and female, desiring services, with priority for persons from low-income families

- Provided regardless of the inability to pay

- Provided under the direction of a physician with training or experience in family planning

Title X Services Grants Requirements

- 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 with family incomes between 101% and 250% of the Federal poverty level.

- For persons from families whose income exceeds 250% of the FPL, charges must be made in accordance with a schedule of fees designed to recover the reasonable cost of providing services.

Title X Services Grants Grantee Profile

Title X Service Grantee Network:

- 89 Service Grantees, including State, territorial, tribal, county or local health agencies, universities, faith-based and community-based nor for profit agencies

- 4,100 Family Planning Clinics, in the 50 States, the District of Columbia, and the eight U.S. Territories and Jurisdictions

- 4.13 Million Clients Served, with family planning and related preventive health care services

Title X Services Grants
2016 Family Planning Funding Announcement

APPLICATION AND AWARD INFORMATION

APPLICATION FORMS, NARRATIVE AND BUDGET

2016 Funding Opportunity:

- Anticipated Availability of Funds for Competitive Family Planning Services Grants

- Applicants must be able to offer comprehensive service programs that provide all Title X required services, according to the Statute, Regulations and Guidelines
  - Family Planning services include clinical family planning and related preventive health services; information, education and counseling related to family planning; and referral as indicated

- Applications must be responsive to OPA Program Priorities, Legislative Mandates and Key Issues

Title X Services Grants
Application & Award Information

Where to find all application related information…

http://www.grants.gov/

READ THE ENTIRE FUNDING ANNOUNCEMENT

Eligible Applicants:

- Any public or nonprofit private entity located in a US State or Territory
  - Private nonprofits entities must provide proof of nonprofit status
- Faith-based and community-based organizations and American Indian/Alaska Native/Native American organizations

Applicants must be able to demonstrate the capacity to carryout the requirements of the project
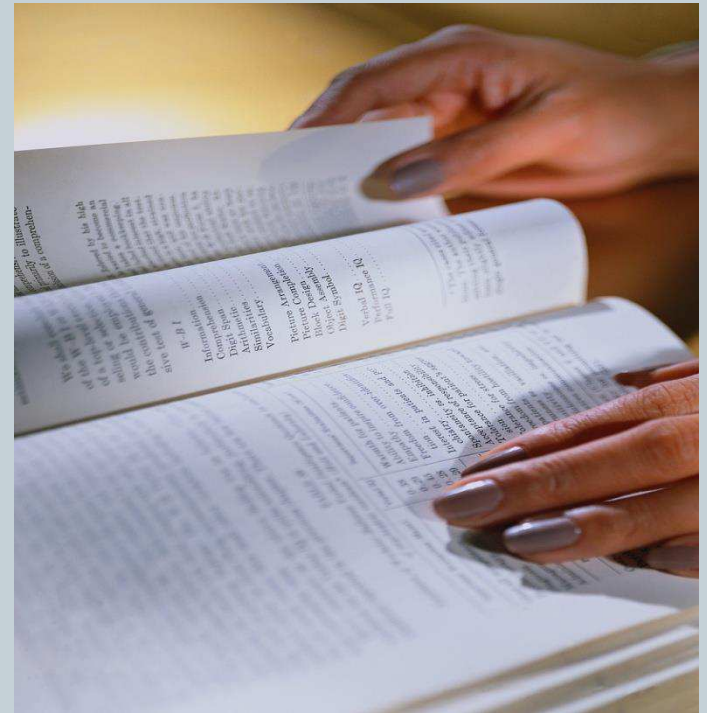
- The Title X statute specifies that local and regional public or private nonprofit entities may apply directly to the Secretary for a Title X family planning services grant under this announcement.

- Funding of applications that propose to rely on other entities to provide services, the applicant must document the process it will use for providing an opportunity to receive sub-awards to qualified entities eligible to receive federal funds in providing services throughout the service area to meet the needs of project beneficiaries.

2016 Title X Program Announcement

- The Program Announcement provides information and guidance related to Title X applications.

- Follow the Program Announcement carefully! The information provided in the Program Announcement takes precedence over any conflicting information in other grant related documents.

2016 Title X Program Funding Opportunity Announcement

- Table I contains a listing of the competitive service areas, the approximate funds available and the application due date.

- Application due dates and grant funding dates vary by service area, but are clearly indicated in Table I.

- Multiple awards may be made for the service areas listed in Table I.

- The approximate award amount listed includes indirect costs.

General Application Content:

- Applications must clearly describe administrative, management, and clinical capability of applicant to deliver required services.

- Proposed project must include all required clinical services—refer to Title X Guidelines http://www.hhs.gov/opa/program-guidelines/.

- Characteristics of a successful application are included in the Announcement.

READ THE ENTIRE FUNDING ANNOUNCEMENT

Grant Application

- **Be complete** and do not leave blanks on forms unless the information is not applicable.

- The individual submitting the application forms must have the legal authority to act on behalf of the organization.

I. Required Forms
II. Budget Information
   a. Detailed Budget
   b. Budget Justification
III. Project Narrative

Applicants must submit:

- Dun and Bradstreet Data Universal Number System number (DUNS)
- System for Account Management (SAM)
- Project Abstract Summary
- Project Narrative Attachment Form
- Disclosure of Lobbying Activities (SF-LLL)

- Evidence of Nonprofit Status, if applicable
- Indirect Cost Rate Agreement, if applicable
- SF 424 Application for Federal Assistance
- SF 424A Budget Information
- Assurances for Non-Construction Programs (SF-424B)

Applicants must obtain as early as possible:

- Dun and Bradstreet Data Universal Number System number (DUNS)
  - 1.866.705.5711
  - https://www.whitehouse.gov/omb/grants.duns_num_guide.pdf

- SAM.gov
  - http://www.sam.gov
  - **Minimum** of 10 days to complete the SAM registration.
  - Renew each year (24 hours or more to take effect)
    - https://www.bpn.gov/ccr.default.aspx

- The application is limited to:
  Narrative – 65 double-spaced pages
  Total with appendices – 150.

- Double-spaced pages using 12 point font. (Does not include the forms, budget, budget justification, assurances, certifications, abstract).

- If the application **exceeds either** the narrative or the total page, the application **will be deemed ineligible AND not be reviewed.**

- Limit the appendices -- do not include brochures or bound materials.

Project Narrative includes details on the Scope of the Services/Project:

- Along with the budget, this is the "heart" of the application

- Provides information related to the need for the project

- Describes organizational capacity

- Provides specific information related to how the applicant will develop and implement the required services

- Details the "Scope of Services/Project"

- Includes Goals and Objectives that are "SMART" (Specific, Measurable, Achievable, Realistic, and Time-framed)

- Establishes a specific work plan & evaluation plan

- The activities described in the application, if approved for funding, become part of the agreement between the Federal government and the successful applicant .

- This is referred to as the "Scope of the Project and/or Scope of Services."

- Refer to Title X Statute, Regulations, Program Guidelines, legislative mandates, Program Priorities, and other Key Issues for a full description of what is required for the project scope.

- If funded, any change to the Scope of the Project, or significant change in activities or use of funds, including changes in services sites, requires prior approval of the OGM and OPA program offices.

Title X Services Grants
Application Budget

The Project Budget Information:

SF 424A budget pages

Detailed budget

Budget justification

- Must be consistent with the requirements of the Project Guidelines for Title X Family Planning Services

- Budgeted costs must reflect proposed activities

- Does not count towards page limit

424A Budget Information

- Follow 424A form
- Identify all sources of project funds
- Indicate the approved indirect cost rate with the HHS Cost Allocation Services
- Project costs for future years
- Salary Limitations – Salary of an individual compensated though this cooperative agreement must not exceed Executive Level II, $181,500 exclusive of fringe benefits and indirect costs

Detailed Budget and Budget Justification

- Provide the details of the budget
- Breakdown each line item
- Provide thorough justification (e.g., cost per unit)
- Detail personnel by salary, FTE charged, and fringe benefit information
- Line-by-line breakdown for Federal and non-Federal sources

- Uniform Administrative Requirements define cost principles for federal grants and describe:
  - How to manage the financial aspects of the award
  - Allowable costs (personnel, supplies, equipment, etc.)
  - Restrictions on the use of funds (lobbying, construction/renovations, fund raising, etc.)

  Refer to:

  Title 2 CFR PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

  http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

  OASH Office of Grants Management is responsible for the oversight of all financial and business related to the grant

- Title X funds cannot make up 100% of the project's estimated costs.

- Projects must include other financial resources (e.g., Medicaid, patient fees, private insurance).

- Applications must clearly identify the amount and sources of funding contributed to the project on the 424A and budget justification.

- Contribution of other funding has historically been interpreted as a *minimum* of 10%.

- Program income:

  - is expected and is generated from third party payers and patient fees.

  - may be counted as part of the cost sharing requirement.

  - must be reinvested to further the objectives of the project.
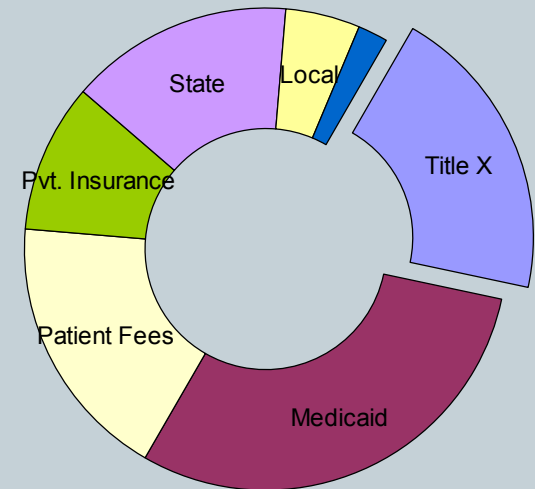
Title X Services Grants Application Submission

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Electronic Submission (required)

- Grants.gov Web Portal

- Must be submitted no later than 5:00PM ET on the due date for your service area (Table I).

- Read the table carefully so you do not miss your due date.

- Applications submitted after the deadline will not be accepted.

- Applications not conforming to the requirements will not be reviewed.

- Applicants are encouraged to initiate electronic applications early in the development process to address any problems with submission prior to the deadline.

- Grants.gov will send a tracking number after submitting the application.

- Grants.gov will validate the application and send another notice.

- To ensure successful submission of applications, applicants should carefully follow the step-by-step instructions provided at:

http://www.grants.gov/web/grants/applicants/apply-for-grants.html

These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information.

2016 OPA Family Planning Services Funding Announcement
Application Submission

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- Any files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Excel or PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).

- We do not recommend scanning documents into PDF format. If you do, make sure your scan is clear and easy to read.

Additional Submission Information:

- Grants.gov will validate each application:
  - Verification can take up to 48 hours.
  - Applicants will receive notification that the application has been validated.
  - If an application fails validation after the submission deadline, there will **NOT** be an opportunity to resubmit.
  - Your application must be validated to be reviewed. If it fails validation, it will **not** be reviewed.

- Applications submitted under this announcement are subject to the requirement of "Intergovernmental Review of Federal Programs" and applicant should discuss the project with the State Single Point of Contact (SPOC), if participating.

Screening Criteria:

1. Applications must be submitted electronically via www.grants.gov (unless an exemption was granted 2 business days prior to the deadline in Table I.

2. The Project Narrative section of the application must be double-spaced, on the equivalent of 8 ½ " x 11" inch page size, with 1" margins on all sides (top, bottom, left and right) and font size not less than 12 points.

3. The Project Narrative must not exceed 65 pages. NOTE: The following items do not count toward the page limit: all required forms, including SF-424, SF-424A, SF-424B, SF-LLL, Project Abstract Summary and Budget narrative.

4. The total application including Appendices must not exceed 150 pages. NOTE: items noted above do not count toward total page limit.

5. Proposed budget does not exceed maximum indicated in Range of Awards.

Applications that fail to meet any of the above criteria will not be reviewed.

Title X Services Grants
Application Review

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READ THE ENTIRE FUNDING ANNOUNCEMENT

Title X Services Grants Application Review

- Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the Program Announcement.

- Objective Review Committee process is formal and confidential. OGM and OPA staff is available for questions and to ensure the process is consistent and fair, but do not participate in discussion and scoring.

- Applications are also reviewed:
  - By OGM staff for administrative & business compliance.
  - By OPA HQ and Regional Office program staff for programmatic compliance.

Funding Decisions:

- Final grant award decisions are made the Regional Health Administrator (RHA) in consultation with the Deputy Assistant Secretary for Population Affairs (DASPA) and the Assistant Secretary for Health (ASH) or their designees. In addition the following criteria will be considered:
  - Geographic distribution of services within the identified service area as described including consideration of whether the area is best served.
  - The extent to which funds requested maximize access for the population in need announced in Table I.
  - The extent to which projects relying on sub-recipients can provide the required services and best serve individuals in need throughout the entire service area.
  - The extent to which project best promote the purposes of Section 1001 of the Public Health Service Act.

- Input from the Objective Review Committee and from the Federal reviews.

- The length of the Project Period awarded can be up to 3 years.
  - Non-competing applications are submitted in the interim years that include progress reports, work plans, budgets and budget justification

- Budget periods are one year only.

- Unsuccessful applicants will be notified by the Office of Population Affairs.

Review of Risk Posed by the Applicant:

- HHS/OASH will evaluate each application in the fundable range for risks posed by an applicant before issuing an award in accordance with 45 CFR § 75.205. OASH will use a risk-based approach and may consider any items such as the following:

  - Applicant's financial sustainability;

  - Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;

  - History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

  - Reports and findings from audits performed; and

  - The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on Federal entities.

Title X Services Grants
Funding Process

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- OGM is the official contact for the grantee.
- All official communication related to the grant is between OGM and the successful applicant.

Notice of Award (NOA)

- Notifies the successful applicant of the selection; award amount; project & budget periods

- Includes any conditions on the award (e.g., requirements that must be met as a condition of receiving the grant funds)

- Includes standard terms, reporting requirements and contact information for OGM and the OASH Regional Program Office

Title X Services Grants Summary and Tips

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READ THE ENTIRE FUNDING ANNOUNCEMENT

Project Narrative Description:

- Be clear, complete and concise in the project description; follow and address exactly what is requested in the Program Announcement.

- Don't make the reviewer 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.

- The project narrative must include all required information within 65 pages. Do not use appendices to expand the page limit.
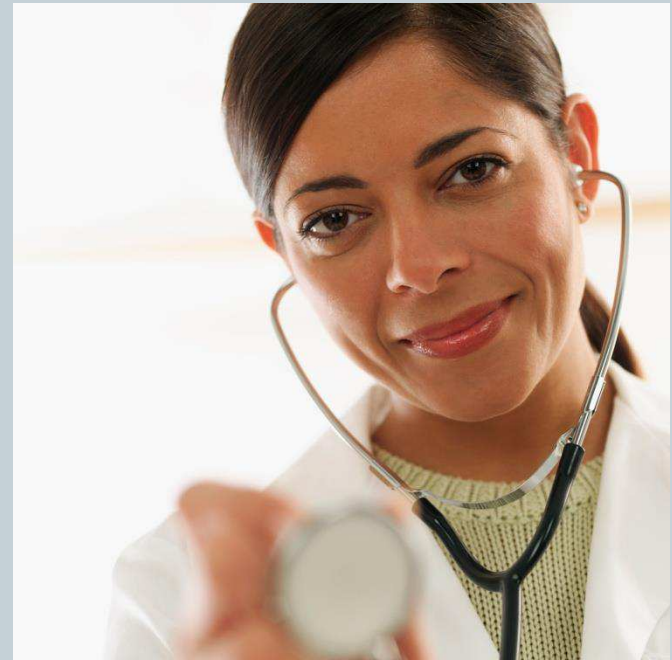
Project Narrative Description:

- Make the goals and objectives "SMART;" Specific; Measurable; Achievable; Realistic; 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 areas needs as well as address the purpose and expectations in the Program Announcement.

Staffing:

- The staffing should be appropriate and reasonable for the goals, objectives and activities of the proposed project.

- Be complete in describing what staff will do, the expertise required and the percent time they will be assigned to the project.

- Position descriptions and bio sketches for key staff can be presented in the appendices.

Budget:

- 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 I. 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.

Summary and Tips

- Electronic submission **<u>IS</u>** required.

- Do not wait until the last minute to begin SAM (CCR) registration or update registration.

- Do not wait until the last minute to begin the electronic submission—problems could arise.

Confused? Ask Questions!

- The Program Announcement has contact information for the Office of Grants Management and the Program Office.

- For information related to family planning programmatic requirements, contact the Office of Population Affairs.

- For information related to budgetary and administrative requirements, contact the Office of Grants Management.

Questions?