

**FY 2013 NHHCIA Application Technical Assistance  
May 17, 2013**

Coordinator: Good afternoon and thank you all for holding. Your lines have been placed on a listen-only mode until the question and answer portion of today's conference. I would like to remind all parties the call is now being recorded. If you have any objections please disconnect at this time.

And I would now like to turn the call over to Olivia Shockey. Thank you, you may begin.

(Olivia Shockey): Hi and thank you for taking the time out today to participate in a brief Native Hawaiian Health Care Improvement Act (NHHCIA) funding opportunity technical assistance call. Jim and Tonya could not make it to the call today but they wanted me to also extend their thanks for your patience and for working with us as we work to get your funding opportunity announcement out as quickly as possible and to rearrange the call a little bit as we move forward with this process.

Beth Levitz is the contact person for the Office of Policy and Program Development for the funding opportunity announcement (FOA) and she is going to take the time to walk you through different aspects of the FOA much of which looks similar to what you completed last year.

And I also wanted to thank you for your patience as we worked out final budget determinations. As you may have noticed there has been a little wiggle as we've moved forward in the fiscal year and we're hoping that there's no more wiggle as we continue forward.

But if there is, you may see in grants.gov that there has been a slight modification to the funding opportunity announcement. So please bear with us and thank you so much for your input and for working collaboratively with us to develop that aspect of this announcement. And with that I'll turn it over to Beth.

(Beth Levitz): Good morning to you in Hawaii. I'm Beth Levitz, the program contact for the Native Hawaiian Health Care Improvement Act program. It's administered within HRSA's Bureau of Primary Health Care and the Office of Policy and Program Development.

The agenda for today's call is an overview of the NHHCIA program; the electronic submission process; details regarding the project narrative and review criteria; and eight attachments followed by some reminders and mention of the TA contacts. Then an opportunity for you to ask any questions that you may have.

The program is a special congressional initiative with the purpose to improve the provision of comprehensive disease prevention, health promotion, and primary care services to native Hawaiians. Approximately \$12.2 million is available this year. It's a 6.22% reduction from last year's appropriation.

We are expecting to award six grants, five to the Native Hawaiian Health Care Systems and one to Papa Ola Lokahi, who administrates the whole program and provides technical and technical assistance and training.

The project period is set to start on August 1, 2013 to commence a 1-year budget period that will end on July 31, 2014. Grants.gov is the vehicle for the

applications. They are due in grants.gov on June 7 this year at 11:59 pm Eastern Time. I believe that is 5:59 pm Hawaiian Time.

There were some changes to this year's FOA and within the program since last year. The Central Contractor Registration otherwise known as the CCR has transitioned to the System for Award Management, also known as SAM. That occurred on July 30 of 2012.

And in an effort to streamline the FOA, all sample documents, forms, and templates are available at the technical assistance website and it's listed on slide 4. It's also right on the cover page of the FOA and if you're in the electronic copy you should be able to click on it and link directly to the page.

Additionally there are some new performance measures. Those are the coronary artery disease, the ischemic vascular disease, and the colorectal cancer screening performance measures.

There were some edits to three existing performance measures and those are the diabetes, child health, and cancer performance measures. And once we get to the performance measures slide here in a few moments I will touch further on those changes.

(Olivia Shockey): And before Beth moves forward I would just like to ask everyone to go to sam.gov and verify your registration. A lot of the registrations that migrated over into SAM when they switched from CCR to SAM have expired since they were migrated.

And so we're dealing with a situation where current grantees are trying to apply to continue their funding and because their SAM registration has

expired they're not able to submit in grants.gov. So we ask you to please go if you have not already done so to sam.gov, verify your registration, and then verify your grants.gov registration as well.

(Beth Levitz): The electronic submission process will be done through grants.gov and all forms and narratives will be submitted through grants.gov by the deadline of June 7. The application consists of the SF-424, it's the Application for Federal Assistance form.

To note, the page the project abstract should be uploaded on line 15. There is a project narrative; the Budget Information form also called the SF-424A; the budget narrative; the SF-424B Assurances for Non-Construction Programs; the Project Performance Site Locations form; and then the grants.gov Lobbying form.

If anyone in the organization does partake in lobbying activities they will then need to also complete and upload the Disclosure of Lobbying Activities form but that is only if the organization or somebody within the organization does participate in lobbying activities.

Along with the SF-424 and attachments within the SF-424 page there are eight other attachments. These are described on tables 2 and 3 within the FOA. Attachment 1 is the Clinical and Financial Performance Measures form. This is required for the five Native Hawaiian Health Care System grantees and then Papa Ola Lokahi is required to complete the Project Work Plan.

On the technical assistance website page, the Clinical and Financial Performance measures are in forms so there is a form for each performance

measure. The very first performance measure page within the samples and templates on the website is a sample, it's a draft.

So it has some information in there to give you an idea of what we're looking for within their performance measures. Then the preceding pages are all blank. For the Project Work Plan for POL, the instructions and sample and template are also available on the website.

Attachment 2 is the Income Analysis form. It is required for all grantees except for POL. Instructions for the Income Analysis form can be found in Appendix B of the FOA and the template is on the technical assistance website.

The Staffing Plan is required and it is described in table 3 within the FOA. It's a table that provides justification for each staff member including education and experience, qualifications, and a rationale for the amount of time being requested for each staff position. A sample and instructions for the Staffing Plan are available at the technical assistance website.

Attachments 4 and 5 are the Position Descriptions for New Key Personnel and Biographical Sketches for New Key Personnel. These are required for any new staff that you may have on the program that are not already described within your project work plan or your performance measures and your proposal within the system.

Attachment 6 is letters of support. Those are as applicable. If you have them we encourage you to upload them. Attachment 7 is a Summary of Contracts and Agreements and this is where you upload a brief summary describing new project related contracts and agreements.

The summary must address the following items for each contract agreement: the name and contract information for each affiliated agency; type of contract or agreement so in other words is this a contract, an affiliation agreement. We would like a brief description of the purpose and the scope of the contract as well as a timeframe for each agreement, contract, or affiliation that you have in place. Attachment 8 is the Board Profile and it is required.

The Project Narrative provides a comprehensive description of all aspects of the proposed project and the review criteria are utilized by reviewers to assess the application. The Project Narrative consists of six parts which align with the six review criteria found on page 24 of the FOA. The Needs section is worth 10 points when being reviewed. The Project Update is 15 points; Response 35; Resources and Capability 10; as well as Evaluative Measures Impact and Support Requested, those are worth 10 points.

There are 14 core sample clinical performance measures. Of these at least six must be included. The clinical performance measures, all of them are listed on slide 11 as well as in Appendix A of the FOA.

In addition to the 14 sample core clinical performance measures of which you must choose six there are six additional performance measures in the areas of behavioral health; oral health; hearing and otitis media; traditional healing; health education and disease prevention; and nutrition and physical activity.

There are also six sample core financial performance measures of which you must choose at least two and these are listed on side 12 and are also available in Appendix A of the FOA.

The focus area is a concise categorization of the specific areas to be addressed so in other words it could be the diabetes, cardiovascular disease, cost, financial liability.

The performance measure field defines each measure within the identified category. The target goal description is where applicants must provide a quantitative goal for each performance measure that can be achieved by the end of the 1-year project period.

The numerator for each sample clinical and financial performance measure is listed in the table within Appendix B. Applicants including additional performance measures must provide a numerator description for each measure. So for those six additional fields that I mentioned, a numerator must also be input for those.

Same with the denominator, the denominator for each sample clinical and financial performance measure is listed in the table within Appendix A. If you are including additional performance measures you must provide a denominator description for each measure.

As far as the baseline data goes, the baseline data field contains four subfields that provide information regarding an applicant's initial threshold that is used to measure progress over the course of the project period. There are four subfields; the baseline year; the measure type; and then the numerator and the denominator subfields.

The data source and methodology field provides information about the data sources used to develop each performance measure. You are required to cite data sources and describe the methodology used to collect and analyze the data.

For the key factors and major planned action, the key factor and major planned action field contains three subfields. The key factor type subfield requires you to categorize each key factor as contributing or restricting. One key factor must be specified for each type.

The key factor description provides a description of the factors predicted to contribute to and restrict progress towards the stated goals. Then the major planned action description provides a description of the major actions planned for adjusting these key factors. Use the subfield to provide detailed major action steps and strategies for achieving each performance measure.

The comments field is as applicable so if you have any additional information for each performance measure to include, go ahead and enter that information within the comment field.

Looking at slide 11, these are the 14 core clinical performance measures. The diabetes; cardiovascular disease; cancer; prenatal health; perinatal health; child health; weight assessment and counseling for children and adolescents; adult weight screening and follow-up; tobacco use assessment and counseling. That's the tobacco use assessment.

The tobacco use assessment counseling for the tobacco cessation counseling; there is the asthma pharmacological therapy; coronary artery disease;

ischemic vascular disease with aspirin therapy; and then the colorectal cancer screening.

I mentioned there were some changes to the diabetes performance measure and now the performance measure reads “the percentage of diabetic patients whose HBA1C levels are less than 7%, less than 8%, or less than or equal to 9% or greater than 9%.”

The cancer performance measure is now the percentage of women 24 to 64 years of age who receive one or more pap tests are screened for cervical cancer. And the child performance measure is now children who have received age appropriate vaccines prior to reaching their third birthday during the measurement year.

Moving on to slide 12, it lists the core financial performance measures which are the total cost per patient; medical cost per medical visit; change in net assets to expense ratio; working capital to monthly expense ratio; long term debt to equity ratio; and then the non-federal matching funds. Of these six core financial performance measures you must choose at least two.

There are some last important reminders that I wanted to reiterate. The grants.gov deadline is Friday, June 7 by 11:59 pm Eastern Time which I believe is 5:59 Hawaiian Time. Applications may not exceed 80 pages. See tables 2 and 3 in the FOA for items included within the page limit.

All attachments must be single spaced narrative documents with 12-point easily readable fonts, in other words Times New Roman, Arial, or Courier are always good options and these must have 1-inch measures. Again, all of the

forms, templates, and samples are available on the technical assistance web page also given on slide 13.

As far as technical assistance contacts, I am happy to answer any questions about the application or the FOA. I can be reached by emailing [bphcnh@hrsa.gov](mailto:bphcnh@hrsa.gov) or by calling 301-594-4300.

Budget related questions can be queried to (Christy Walker), she is available at [cwalker@hrsa.gov](mailto:cwalker@hrsa.gov) or she can be contacted at 301-443-7742. For grants.gov related questions call the email [support@grants.gov](mailto:support@grants.gov) or they are available for call 1-800-518-4726.

Coordinator: On the audio portion to ask a question please press Star 1 on your touchtone phone. One moment please for the first question. Once again to ask a question please press Star 1. I am showing no questions at this time.

(Beth Levitz): Okay well thank you for everyone who called and if between now and the application deadline you do have any questions I am happy to answer them. We'll get them answered pretty quickly. Feel free to contact me or there is always your project officer (Mary Tomlin). She is also very helpful and very knowledgeable about the program as well.

And the recording and transcript we hope to have up on the website for anyone who was not able to participate in today's call. That should be up within about a week at the technical assistance website. Thank you.

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

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