

**FY 2014 Native Hawaiian Health Care Improvement Act
Funding Opportunity Announcement Technical Assistance Call
April 29, 2014 at 3:00 pm (ET)**

Coordinator: Welcome and thank you for standing by.

At this time all participants are in a listen-only mode until the question-and-answer session of the conference. At that time if you would like to ask a question, you may press star, then 1. Today's conference is being recorded. If you have any objections, you may disconnect at this time.

I would now like to turn the call over to your host, Mr. Vesnier Lugo. You may begin.

Vesnier Lugo: Thank you. Good morning everyone and welcome to the technical assistance call for the Fiscal Year 2014 Native Hawaiian Health Care Improvement Act Funding Opportunity Announcement. I'm Lieutenant Commander Vesnier Lugo, public health analyst in the Office of Policy and Program Development within the Bureau of Primary Health Care at HRSA. Again, I want to thank you all for joining us this morning.

Before we review the fiscal year 2014 Native Hawaiian Funding Opportunity Announcement, or NH FOA, which is how I will refer to it for the remainder of the call, Ms. Olivia Shockey, the Expansion Branch Chief, will share some introductory remarks.

Olivia Shockey: Hi. Thanks Vesnier, and thanks everyone who's on the line today. We want to let you know that we're really excited for the release of the FY 14 funding for our Native Hawaiian projects, and to apologize to you in advance for putting

out the funding opportunity announcement before we found out the wonderful news that you actually have a little bit more funding than we previously thought.

So if you have not already heard the news, your project officer has been in touch with Shar from POL, and we're going to be renegotiating some funding splits with all of you, and we look forward to getting that information from you so that we can update the funding opportunity announcement.

It seems to always happen that there's a little bit of news that comes along impacting our Native Hawaiian projects after the funding opportunity announcement hits the street. So thank you for your patience and thank you for working together to get us some recommended funding amounts that will allow us to revise budget values so that we can get the funding opportunity announcement re-released with the correct information for you.

I do want to assure you that we are not planning to change anything else in the funding opportunity announcement while we are working out the new budget values, so we do encourage you to proceed with reviewing the FOA, taking a look at what might need to be updated or dusted off from your last application so that you can tailor it to this year's requirements. And just to let you know that you can certainly move forward with all other pieces. It's only those budget pieces that are going to need to wait until we repost. And, we're hoping to do that many weeks before the deadline so that you'll have plenty of time to get things worked out and your budgets solid before the application deadline.

I also wanted to give you just a preview of the fact that things are going to look a little bit different in the FOA this year. Vesnier will go over all of those

pieces with you, but we are working to conform to HRSA's new streamlined application guide. And so, you'll see that some of the basic information that was included in the funding opportunity announcement is no longer included, and we've referenced you to an external document.

And, that was to help streamline our funding opportunity announcement to keep it focused on the specifics of the project, but we will need you to make sure that you cross-reference that other document to get all the details right for all of the other pieces of the applications, and Ves will go over that momentarily.

And I just wanted to give one last huge thank you to staff that have worked to try to make this the best funding opportunity we could for you, and we look forward to working with you throughout the course of next year to have even more improvements and tailoring for this funding opportunity to better meet your needs.

So I'll turn it back over to Vesnier.

Vesnier Lugo: Thank you, Olivia.

For those on the call, if you're not already logged into the Webinar, you can join by clicking the URL in the email announcement you received for today's call, or by visiting <https://hrsa.connectsolutions.com/hawaiianhlth/>. Once you're on this Web page, click Guest and sign in with your first and last name.

If you have trouble connecting to the Webinar, the slide presentation for this call is available at the NH Technical Assistance Web page located at <http://www.hrsa.gov/grants/apply/assistance/nhhcs>. I'll do my best to

reference the slide numbers throughout this call so you can easily follow along if you're viewing the slides via the TA Web page and not the Webinar.

Slide 2 highlights today's agenda. The presentation will start with a basic overview of the FOA, including due dates and times, and changes to the FY 2014 NH FOA.

I'll then touch on different key sections of the application submission, including the program narrative, performance measures, and the budget.

Today's call will conclude with a review of important submission details and a list of TA contacts followed by a question-and-answer session. All participants are currently in a listen-only mode, so please make a note of any questions that arise as we go along so you can ask them at the end of the presentation.

If you're logged into the Webinar, you will also be able to type your questions as we go along, but please note that we will likely be answering the majority of those questions at the end of the call as well.

Slide 3 provides an overview of the purpose of the Native Hawaiian Health Care Improvement Grant Award, which is to improve the provision of comprehensive disease prevention, health promotion, and primary care services to Native Hawaiians. Approximately \$12.3 million was made available this year for a total of six grants to be distributed between the five health systems and the POL.

The project period length is one year and begins August 1, 2014. The Grants.gov due date is Wednesday, June 11, 2014.

To be eligible to submit your application in Grants.gov, you must have a current valid registration. Basic steps for registration include obtaining a Data Universal Numbering Systems, or DUNS number, and registering in the System of Award Management, also known as SAM.

It is vital that you ensure that your SAM registration is active throughout the entire application period through to the project period start date. SAM registration must be renewed yearly. And without an active registration, you will not be able to submit an application or be awarded grant funding.

Since you are all current grantees, you should already be registered in the appropriate systems; however, it is your responsibility to confirm and renew your registrations and access to Grants.gov in advance of the deadline.

Slide 4 highlights changes from the FY 13 FOA and FY 14 FOA. One of the first things that you should notice when printing the fiscal year 14 FOA is that it is leaner than in previous years. The FOA in years past included information that is now found only in the referenced SF-424 Application Guide. You must use this guide as a resource when developing your applications to ensure that they are complete and responsive to all requirements.

The application guide is being utilized throughout HRSA to streamline FOA documents so the FOA is focused on programmatic features, and the guide covers all of the information that applies across all programs.

The income analysis form has been revised to simplify the reporting of projected income during the one year project period. The Executive Level II

salary limitation was increased. Salaries supported by federal funds should not exceed \$181,500.

There have been some updates and additions to the clinical performance measures as well. You can see there are new measures for depression, HIV cases, and tobacco cessation. Additionally, there are some minor updates to some of the existing clinical measures that you'll want to review before making selections this year.

Slide 5 highlights the items you'll be required to submit in Grants.gov. We have the SF-424, which is the application for federal assistance form. You'll want to upload the project abstract on Line 15; The Project Narrative, the SF-424A: Budget Information Form, the Budget Justification Narrative, the SF-424B, which is the Assurances for Non-Construction Programs; the Project Performance Site Locations form; the Grants.gov Lobbying form; and the SF-LLL, which is the Disclosure of Lobbying Activities.

Slide 6 continues to highlight - Slide 6 continues highlighting the submission process and provides details about the attachments to be uploaded as part of your Grants.gov application package. More details about the attachments can be found on Page 13 of the FOA.

The list of attachments includes Attachment 1: the Clinical and Financial Performance Measures. For the POL, that'd be the Project Work Plan; Attachment 2: the Income Analysis Form, which is not required for the POL. Attachment 3: the Staffing Plan; Attachment 4: Position Descriptions for New Key Personnel; Attachment 5: which are the Biographical Sketches; Attachment 6: Letters of Support; Attachment 7: Summary of Contracts and Agreements; and Attachment 8: the Board Member Profile.

Please note, we've included a number of documents and placed in samples that can be used as resources when developing some of these attachments. They can be accessed when visiting the NH TA Webpage which we'll provide a link for at the end of the slide presentation.

Slide 7 provides an overview of the program narrative, review criteria sections, and point values assigned to the individual sections. We have Need: at 10 points; the Project Update at 15 points; Response: 35 points; Resources and Capabilities: at 10 points; Evaluative Measures: at 10 points; Impact: at 10 points, and Support Requested at 10 points.

Please note that the FOA directs applicants to cross-reference the narrative forms and attachments when writing the application. It's important that consistent information is presented across all components of the application.

Slide 8 provides information about the budget presentation. The SF-424A is a standard form provided within the Grants.gov system. While Appendix B of the FOA provides some instruction on how to complete the form, you're reminded that the SF-424 Application Guide is the tool that should be used if you have questions about the budget, budget justification, staffing plan, and/or personnel requirements.

In addition to completing the SF424A, applicants must also provide a Budget Justification Narrative. All applicants must submit a 12-month budget justification that breaks out the federal and non-federal revenue and line item expenses. The Budget Justification must provide sufficient information to show that costs are reasonable and necessary for the implementation of the proposed project.

The line item budget justification, which will consist of sections such as personnel, travel, and supplies. If it does not provide sufficient detail, additional narrative should be provided to fully explain all costs.

When completing a Staffing Plan, it's important to remember that federal funds may not be used to pay the salary of an individual at a rate in excess of \$181,500. A staffing plan should include details about each staff position to be supported under the grant.

The Income Analysis form completes the budget presentation, and as noted, has been updated this year. Please refer to Appendix C on Page 33 of the FOA for specific instructions on how to complete the Income Analysis form.

Slide 9 provides an overview of the 15 core Clinical Performance Measures. You must choose six from this list for inclusion in your application. All but three new measures should be familiar to you. Among the new measures, we have Tobacco Use Screening and Cessation, New HIV Cases, and Depression Screening and Follow-up.

Table 4 on Page 26 of the FOA offers a complete list of Clinical Measures and measure details to be observed when collecting, calculating, and presenting data. Additionally, there is a Clinical Performance Measure sample document that can be referenced when visiting the NH TA Web page.

Slide 10 provides an overview of the six Financial Performance measures. Only two out of the six measures must be selected when completing your application. A sample Financial Performance measure document can also be found on the NH TA Web page.

Slide 11 highlights six additional areas offered to applicants as options when selecting clinical performance focus areas. Measures specific to an individual focus area must be developed by the applicant if selected.

Slide 12 highlights some important reminders and contacts. Please adhere to formatting and page limit requirements. As noted, the Web page will offer a number of useful links and sample documents such as the link to the SF-424 application guide and an example of a financial performance measure submission.

The Web page will also include a transcription and audio recording of today's presentation as well as the slides that we reviewed today. You can access the Web page when visiting <http://www.hrsa.gov/grants/apply/assistance/nhhcs>.

The final slide provides contact information should you have questions as you develop your application package. I'll be the primary contact for program-related questions. The contact person for budget related questions is (Christy Walker). Problems with registering or submitting in Grants.gov, you'll want to contact the Grants.gov contact center.

And once again, the link of the TA Web page is provided for you.

That concludes the presentation. We're now going to present a couple of polling questions that we'll want you to be responsive to. When we're done with the polling questions, we'll open up the lines to some questions.

So thank you all very much for answering the polling questions. We're now going to open up the line to a question-and-answer session. Operator?

Coordinator: Yes. Thank you.

At this time we would like to begin the question-and-answer session of the conference. If you would like to ask a question, please press star then 1. You may - you will prompt your first and your last name clearly to ask your question. To withdraw your question, you may press star then 2.

Once again to ask your question, please press star then 1, record your first and last name. One moment for your first question. I'm showing no questions at this time.

Vesnier Lugo: Well it looks like we don't have any questions. So again, I want to thank you all very much for participating this morning.

A reminder once again that we're going to be re-posting the FOA once we've been able to amend it with the funding distribution information that we'll be looking to collect from you all. So thank you all and we look forward to working with you this year. Take care.

Coordinator: At this time, this concludes today's conference. All parties can disconnect. Leaders, stand by for your post-conference.