

**Service Area Competition-Additional Area (New York, NY)**  
**Moderator: Cheri Daly**  
**November 9, 2011**  
**10:30 am ET**

Coordinator: Welcome and thank you for standing by. At this time, all participants will be in a listen-only mode until the question and answer session. To ask a question at that time please press star then 1.

Today's conference is being recorded. If you have any objections you may disconnect at this time.

With that it is my pleasure to turn over today's call to Ms. Cheri Daly, you may begin.

Cheri Daly: Thank you Trisha [coordinator] so much. Good morning everybody and welcome to the technical assistance call for the fiscal year 2012 Service Area Competition-Additional Area or SAC-AA as we refer to it throughout this call. I'm Cheri Daly, a Public Health Analyst in the Office of Policy and Program Development within the Bureau of Primary Health Care at HRSA.

A slide presentation for this call is available at the SAC technical assistance web page. If you received an email announcement about this call, the URL for the TA web page was included in that message.

If you don't have the email announcement handy, the SAC-TA web page is located at <http://www.hrsa.gov/grants/apply/assistance/sac>. Once again that's <http://www.hrsa.gov/grants/apply/assistance/sac>. That's S as in Service, A as in Area, C as in Competition.

Now once you're on this page look in the middle of the screen and you should see the presentation's fiscal year 2012 SAC-AA presentation, and I'll do my best to reference the slide numbers throughout the call so you could easily follow along.

Now Slide 2 provides the agenda for this call. The presentation will start with a basic review of the SAC-AA, including due dates and times, eligibility requirements, award information, and the two-tiered submission process. I'll then touch on different key sections on the SAC-AA application including the program narrative, the performance measures, and the budget presentation.

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

Slide 3 provides an overview of the focus of the SAC-AA. This competition provides funding for the provision of comprehensive primary health care services that are focused on the homeless population. The SAC-AA is a competitive funding opportunity with three potential types of applicants. The first is if you are a current health center grantee whose project period is ending and who is applying to continue serving the current service area. Second, we have new applicants who do not have - currently have - a health center program grant who apply to serve an available service area. And third, we have current health center program grantees who are applying to serve a new service area in addition to their current service area.

Now Slide 4 provides a basic overview of the application and submission process. The project period varies based on the type of applicant. All current health center program grantees are eligible for a project period for up to five years while new applicants are only eligible for a project period up to two years.

Now please keep in mind when outlining your plans in the program narrative, study your goals and the performance measures and provide your multiyear budget justification. The project period start date is April 1, 2012, and the submission deadlines are December 5 and December 19.

As you can see on this slide, applications are submitted in two parts. The basic organization and budget information will be provided in Grants.gov while detailed project information will be provided in the HRSA Electronic Handbook, otherwise known as the EHB.

Slide 5 provides the basic eligibility requirements. Detailed eligibility criteria are available in the funding opportunity announcement starting on Page 4. All applicants must be public or nonprofit private entities including tribal, faith based, and community based organizations. Additionally, all applicants must propose to serve the current service area of New York, New York and its associated homeless target population.

Now Slide 6 displays Table 6 from the funding opportunity announcement. It provides details on the project period start date, announcing the deadlines for both Grants.gov and EHB. You must complete both the Grants.gov portion and the EHB portion of your application by the specified deadlines. If either deadline is not met, your application will not be screened for

completeness and eligibility, which means it will not be considered for funding.

The table also provides details about the service area, including the target population, the funding announced, the zip codes that comprise the service area, and the number of patients served by the current grantee for the service area in 2010.

While we're on this slide, I'd like to point out that the successful applicant for the service area will receive a notice of award for the SAC-AA grant on or about the project period start date of April 1, 2012. So please be patient as we screen and review the applications.

Slide 7 details the basic eligibility requirements. An applicant must propose to serve an entire announced service area, which includes four zip codes. An applicant must serve the same target population as is currently being served, which in this case is the homeless population. And an applicant must provide the same or comprehensive primary health care services as the current grantee in the service area, and you can find the list of required and additional services on the Form 5A. And an applicant must request an equal or lesser amount of federal funding compared to the current grantee, which in this case is \$731,127.

Now Slide 8 provides basic award information. In fiscal year '12, HRSA will award \$731,127 - or less if less funding is requested by the successful applicant - to one organization to support comprehensive primary health care services to the homeless in New York, NY. SAC-AA funding is targeted toward the provision of primary health care services, so grant funding cannot

be used for construction or renovation, nor can it be used for fundraising, grant writing, or lobbying efforts.

SAC-AA funding can support the purchase of equipment and supplies necessary for the provision of primary health care. And for more information about appropriate uses of SAC-AA funding, please contact Donna Marx and her contact information will be provided at the end of this presentation.

Slide 9 provides an overview of the two tiered submission process, which as I noted earlier is Grants.gov and EHB. Now starting on Page 32 in the funding opportunity announcement, you'll find more detailed instructions than those on the slide.

You will also find resources for registration in the multiple required systems on the SAC TA web page in the Register Today box, which is located on the right side of the screen. And the basic steps for registration include obtaining a Data Universal Numbering System or DUNS number and completing the Central Contractor Registration or CCR, in that order. Then you should register in Grants.gov and EHB.

Now if you're a new applicant, please start the registration process immediately since each steps takes time and Grants.gov registration could take as long as one month.

Now if you're current health center program grantee, you should be registered in the appropriate systems. However some systems such as CCR require yearly renewal, so you should verify all registration and access to both Grants.gov and EHB in advance of a deadline.

Please note that Phase I of the application process is completed through a successful submission to Grants.gov, and you will receive a validation email upon successful submission. Please check your spam folder if you do not see this email message in your inbox.

You will also receive a tracking number for accessing EHB approximately seven business days following successful Grants.gov submission. Again, check your spam folder if you do not see this email message in your inbox, and please follow up with HRSA if you do not receive a message within seven business days.

Now Slide 10 provides the Grants.gov web address, along with a list of the required Grants.gov submission components, and this includes the SF-424 Application for Federal Assistance and the Project Performance Site Location(s) form.

Now current grantees applying to continue serving their current service area, you only need to list the administrative site only. If you're a new applicant, you list all of your sites, and if you're a current grantee applying to serve a new service area, you'll once again you'll list all sites. And also there's a Grants.gov Lobbying Form.

Now while we're talking about the Grants.gov forms, I want to quickly discuss how to complete the type of application field on the SF-424 Form, and please note that this information is included in the funding opportunity announcement in case you don't get it all down now.

Now for the SF-424, select New if you're a new applicant. Select Continuation if you're a current health center program grantee applying to continue

serving your current service area. And select Revision, then from the dropdown menu selection, Increase Award if you're a current health center program grantee applying to serve a new service area in addition to your current service area. And please note the HHS-5161 Form is not required for the SAC-AA.

And Slide 11 provides the EHB web address along with the list of the required EHB submission components, and this includes the Program Narrative, the SF-424A Budget Information—Non-Construction Programs, the Budget Justification, the SF-424B Assurances, the SF-LLL Disclosure of Lobbying Activities, Attachments, Program Specific Forms, and Program Specific Information Performance Measures.

Slide 12 provides an overview on the sections of the Program Narrative, and these are, of course the Program Narrative is a general request for information. The Need section is 15 points. The Response is 20 points. Collaboration is 10 points. Evaluative Measures is 15 points. Resources/Capabilities 20, Governance 10, and Support Requested is 10.

Also, we are often asked about the difference between the Program Narrative and the Review Criteria section of the funding opportunity announcement. The Program Narrative provides the general items to which you will respond, but the Review Criteria provides details and examples that should be included in a thorough response. This is the section that the objective reviewers will use when assessing your application. You will need to look at those sections when responding to the items in the Program Narrative.

In case you've completed a SAC application in the past, Slide 13 highlights the new aspects for the Program Narrative since the 2011 SAC FOA. Form 9 replaces much of the quantitative data previously requested in the Need section, and this should be helpful to you since information included in Form 9 does not count against the page limit, but information included in the Need section of the Program Narrative does.

The Program Narrative no longer includes an Impact section. The items previously requested in this section can now be found in the Resources/Capabilities section. Additionally, all of the items in that section have been reordered to provide a better flow for your narrative response.

And lastly we've added two new questions. To the Resources/Capabilities section, we added a question about health information technology and meaningful use, which is Question 8. And to the Governance section, we've added a question for grantees who are Indian tribes or tribal, Indian, or urban Indian groups, and that's Question 5.

Now Slide 14 begins the discussion of the clinical performance measures, and for the benefit of current health center program grantees on today's call, during this discussion I'll highlight the changes since last year.

The items on this slide which I've labeled as Standard Clinical Performance Measures are the ones that should be familiar to current grantees since they are the same as last year. But for all applicants, of the measures on this list, only prenatal health and perinatal health can be marked as not applicable, and they can only be marked not applicable if you do not directly provide or pay for these services.

For new applicants, please note that all measures on this slide are defined for you with the exception of behavioral health and oral health for which you can define your own measures based on your behavioral health and oral health services. Details about these performance measures can be found on the SAC TA web page by the clinical performance measure link near the bottom of the page.

Slide 15 provides the list of the new clinical performance measures. Now these new measures will appear in the clinical performance measures form in EHB alongside the performance measures listed on the previous slide. You can choose to include these measures in the SAC or mark them as not applicable.

Either way, if your application is funded, you will be required to report on the new measures in the 2011 UDS report, a yearly data report required for all health center grantees which will be submitted in early 2012.

Details about these performance measures can be found on the SAC TA web page via the clinical performance measures link and the new and revised clinical performance measures link near the bottom of the page.

Now Slide 16 listed clinical performance measures that are being revised, and as you can see, the diabetes performance measure is being revised to include new measurement thresholds and the child health measure is being revised to include new immunizations. In the EHB, the clinical performance measures form will include the unrevised versions of these measures. In other words, the form will have the diabetes and child health measures listed exactly as they were written last year. And if you choose to report on the unrevised measures, no extra steps are needed.

Now if you want to include the revised measures in your SAC-AA application you are welcome to do so, but in order to let HRSA know that this is occurring, you must include a note in the comments field. So to summarize, those reporting on the unrevised diabetes and child health measures should take no extra steps. Those reporting on the revised measures should note it in the comments field.

Because the EHB will not include the language for the revised performance measures, we've posted a document that lists all the new and revised clinical performance measures on the SAC TA Web site. And please note that regardless of the choice made for the SAC, if your application is funded, you will be required to report on the revised measures in the 2011 UDS report.

Now Slide 17 provides the list of the financial performance measures, and these measures have not changed since last year. And as in the past, the three audit related measures noted on the slide with an asterisk can be marked not applicable by only tribal and public center applicants. Now details about the performance measures can be found on the SAC TA web page via the financial performance measures link near the bottom of the page.

Slide 18 provides general performance measures information. All applicants can add additional performance measures by selecting the other measures button at the bottom of the performance measures form in EHB. SAC-AA applicants are required to include at least one additional measure related to the needs of the homeless population.

And lastly, any information that will not fit in the performance measure forms due to character limits, for example contributing or restricting factors details, should be provided in the evaluative measure section of the Program Narrative. And please be reminded that any information included in the Program Narrative will count against your page limit.

Slide 19 provides special instructions for current health center program grantees applying to continue serving their current service area. Please note that the performance measures will be pre-populated with data from the 2010 UDS report. You're welcome to overwrite this data with more current data, but if you choose to do so, you must provide justification in the comments field. You're not required to overwrite the 2010 UDS data more with current information.

Additionally, you should use the performance measure forms to provide not only your predicted contributing and restricting factors and major planned actions, but also a brief description of any progress to achieving your performance measure goals since your last yearly submission to HRSA, which was most likely your BPR. Information on your progress can be included in the comments field.

And lastly, if you no longer track a previously defined other performance measure, the measure can be marked not applicable to keep it from pre-populating in future BPR and SAC applications. However, this requires a justification in the comments field.

Now Slide 20 provides information about the budget. First, a new section of the SF-424A is required this year. Section C will capture information about non-Federal resources that will support the proposed project. Sections A, B,

and E are still required, along with F if applicable. Section D as in David should not be completed.

In addition to completing the standard form, applicants must also provide a budget justification which we also refer to as a budget narrative. Because new applicants can only apply for a two year project period, they must provide a two-year budget justification. And current health center program grantees, whether applying to continue serving their current service area or applying to serve a new service area in addition to their current service area, must provide a five-year budget justification.

The budget justification must provide sufficient information to show that costs are reasonable and necessary for implementation of the proposed project. If the line item budget justification, which will consist of such sections such as personal travel and supplies, does not provide sufficient details, additional narrative should be provided to fully explain all costs. Appendix C of the FOA provides more information on the budget presentation requirement along with a sampled budget justification template.

Now Slide 21 highlights important facts. First, your SAC-AA submission may not exceed 150 pages, and Tables 2 through 5 of the FOA note which items will be included in the page limit. And as with all health center program applications, the narrative portion of the submission such as the Program Narrative should be in 12 point font.

Please note that failure to include all the required documents may result in your application not making it through the completeness and eligibility screening.

Slide 22 provides an overview of sources for technical assistance. There are many sources of support available throughout the application process, so please listen carefully as I describe each one.

The most commonly accessed resource is the SAC technical Web site located at <http://www.hrsa.gov/grants/apply/assistance/sac>. On the site you can access FAQs and the list of new and revised performance measures. Please note that the service area announcement table on the TA Web site does not apply to the SAC-AA. Please ignore this section of this site. All service area information for the SAC-AA can be found on Table 6 in the FOA.

The contract person for program-related questions is myself, Cheri Daly, and I can be reached at 301-594-4300 or [bphcsac@hrsa.gov](mailto:bphcsac@hrsa.gov). And the contact person for budget related questions is Donna Marx, and you can see her information at the top of the slide.

And for registering or submitting in Grants.gov, contact the Grants.gov Contact Center. Once again that's at the top of the slide, and the same with the EHB, and the same with the BPHC Helpline.

Now Slide 23 provides a reminder that the frequently asked questions document on the SAC TA page will be updated throughout the SAC and SAC-AA application periods as questions arise that are relevant for all applicants. Whenever documents are updated on the TA page, you'll see the revised date beside the link, so please check that periodically.

And lastly a replay of this call can be accessed via an MP3 file which will be posted on the SAC TA page within the next week. And Trisha [coordinator], I'm ready now for the Q&As.

Coordinator: Thank you. As a reminder, to ask a question please press star then 1, and please be sure to unmute your phone and clearly record your name. Again, that's star then 1, and we will allow a few moments for any questions to come in.

Again that's star then 1. I show no questions at this time.

Cheri Daly: Okay Trisha [coordinator], thank you, and thank you all very much for your time.

Coordinator: Thank you for your participation today. You may disconnect at this time.

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