

SAC-AA HRSA-14-146
Technical Assistance Conference Call
May 23, 2014
1:00 pm ET

Coordinator: Welcome and thank you for standing by. At this time, all participants will remain in a listen-only mode until the question and answer session at the end of the call. Today's conference is being recorded. Should you have any objections to the recording, you may disconnect at this time. Now, I would like to turn the call over to Mr. Lugo. Mr Lugo, you may begin.

Vesnier Lugo: Welcome to the Technical Assistance call for the Cincinnati, Ohio Service Area Competition Additional Area Funding Opportunity Announcement, HRSA-14-146. I'm Lieutenant Commander Vesnier Lugo, a Public Health Analyst in the Office of Policy and Program Development in the Bureau of Primary Health Care at HRSA.

I want to thank you all for joining us today. Before we review the funding opportunity announcement, or FOA which is how I'll refer to it for the remainder of the call, Ms. Olivia Shockey, Expansion Branch Chief, will share some introductory remarks.

Olivia Shockey: Thanks, Ves, and thank you to everyone who took the time today to join the call. I do want to acknowledge that this is the second time that we are announcing a service area competition additional area funding opportunity announcement for this service area. And to acknowledge the fact that we've had some eligibility challenges with the way the forms have been completed in the past.

So, we have asked Vesnier to go through in detail with you during today's call some of the common eligibility problems that applicants have encountered

throughout the fiscal year 14 funding cycle, and to show you in detail in the slide presentation today, how those problems can be avoided. And then I want to stress that we, Vesnier and myself, as well as a team of additional service area competition staff are available to provide you with technical assistance as you work your way through the application.

So, if any problems or questions are encountered regarding eligibility or other technical concerns, to please reach out. At the end of today's presentation we will provide you with a list of contacts that will include a phone number and an email address for reaching program staff regarding questions about how to complete forms and navigate through the process.

And with that, I'm going to turn the call back over to Vesnier to walk you through the SAC-AA funding opportunity that you will see for the Cincinnati service area. There are a few differences than when this area was last announced, and we will highlight those. And then, if you have specific questions about any of the presentation at the end, we'll be here to field questions.

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://hrsaseminar.adobeconnect.com/sacaa_techast/.

Once you're on this Web page, click Guest, then sign in with your first and last name. If you have trouble connecting to the Webinar, the slide presentation for this call is also available at the SAC-AA Technical Assistance Web page located at <http://www.hrsa.gov/grants/applied/assistance/sac-aa/index.html>. I'll do my best to reference the slide numbers throughout the

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

The presentation will start with a basic overview of the FOA and a summary of changes from the previous service area announcement for Cincinnati Ohio which was HRSA-14-115. And we'll then move on to the application due dates and time, eligibility requirements, award information and the two-tiered submission process.

I will then touch on different key sections of the SAC-AA application, including the program narrative, performance measures and budget. Today's call will conclude with a review of important facts 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'll also be able to type your question 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 SAC-AA grant award, which is to provide funding for the provision of comprehensive primary health care, \$1,323,147 is available for one grant award for a service area in Cincinnati, Ohio. The project period length is up to three years and begins September 1, 2014. The Grants.gov due date is Wednesday, June 18th, and the EHB Application due date is Wednesday July 2nd.

Slide 4 provides an overview of the three potential types of applicants. First, we have current Health Center Program grantees whose project period is ending and who are applying to continue serving their current service area.

Second, we have new applicants who do not currently have a Health Center Program grant, who are applying to serve an available service area. And third, we have current Health Center Program grantees who are applying to serve a new available service area in addition to their current service area.

Slide 5 highlights changes from HRSA-14-115, which was a previous Cincinnati Ohio SAC-AA. Updates to be aware of are; the executive level two salary limitation was increased. Salary reported by federal funds should not exceed \$181,500. Federal object class categories form is no longer part of the budget package and has been removed. This means one less budget form to be completed.

The SF-424A has been modified to support the removal of the federal object class categories form. Details regarding the federal and non-federal funding once captured on the federal object class categories form are now captured on the SF-424A and it's in separate columns. Page 80, appendix C of the FOA provides specific details on how to complete this form. Please note that the new SF-424A is available in EHB starting today, May 23. Hopefully you did not enter information into this form before today since it could not be saved in the system. However, starting today, you can complete and save your budget details in the new version of the SF-424A in EHB.

Lastly, the budget justification was detailed (across) of each line item within each object class category, separated into federal and non-federal columns as shown on the new SF-424A.

Slide 6 provides an illustration of table six in the FOA, the Service Area details Table. The table provides useful information such as; city and state of the service area, project period start date, Grants.gov and EHB application

deadlines, the total projected funding and funding types for the service area, the service area zip codes that comprise the established service area, and patients.

The details included in the table are to be used when completing specific sections of the application packet, such as the SF-424A and Form 1A. I'll reference the table and the specific section in upcoming slides to further illustrate how best to utilize the table when completing your application.

Slide 7 highlights basic eligibility requirements. All applicants must be public or non-public private entities, including tribal faith-based and community-based organizations that propose to serve a service area and its associated populations and patients identified on table six in the FOA.

As previously discussed, you must propose on Form 1A to serve at least an equivalent number of patients by the end of the project period, as listed on table six of the FOA. And you must propose on Form 5B all 17 of the service area zip codes listed in table six of the FOA.

Applicants can request no more than the current level of support being provided to the service area as listed on table six and must request all funding types that currently support the service area in the same proportion at which they were announced.

Slide 8 provides some screenshots of table six in the final sections of Form 1A. Referencing the image to the left of the screen, which is half of the service area details table, the yellow arrow is pointing at the patient column figure.

Eligibility requirement number two requires that applicants propose on Form 1A to serve at least an equivalent number of patients by the end of the project period as listed in table six. This means that applicants applying to serve Cincinnati Ohio must propose a number equal to or greater than 19,472 patients by the end of the project period.

The image to the right of the screen is a screenshot of the section of Form 1A that will be referenced when determining application eligibility. The value that must be equal to or greater than 19,472, should appear in the box that the arrow is pointing toward. The total patient figure counts for all population types listed, so specific patient figures for population type should be placed where appropriate within the column. You will not be able to type the figure directly in the Total box. You must press the Calculate button to automatically calculate the total number of patients and visits under the current number in the projected at end of project period columns. Please assure that when you click the Calculate button in EHB, the correct total number appears in this box.

Please note that consistency throughout your application is an expectation, and so all narrative components that reference the proposed end of project period patient projection, should match the total number that appears at the bottom of Form 1A.

Slide 9 provides a screenshot of table six and a screenshot of a section of Form 5B. Referencing the image to the left of the screen, which is half of the service area details table, the yellow area is pointing at the service area zip codes column. Eligibility requirement number three requires that applicants proposed on Form 5B all the service area zip codes listed in this column.

This means that applicants applying to serve Cincinnati, Ohio must propose to serve all 17 zip codes. The image to the right of your screen is a screenshot of the section of Form 5B that will be referenced when determining application eligibility.

For each proposed service site, there will be a corresponding service area zip code section. If multiple service sites are proposed, proposed zip codes for individual service sites do not have to include all 17 zip codes. However, when all service area zip codes for all proposed sites are combined, at a minimum, all 17 service area zip codes in table six must be included on Form 5B.

Slide 10 provides a screenshot of table six in the budget category section of the SF-424A. Referencing the first image, which is half of the service area details table, the yellow arrow is pointing at the total projected funding for the service area. Eligibility requirement number four requires that applicants request no more than the current level of support being provided to the service as listed on table six. The applicant must also request a correct funding type, which is Community Health Center, noted as CHC in the first funding column for this service area. This means that applicants applying to serve Cincinnati, Ohio must request no more than \$1,323,147 in Community Health Center funding. The second image is a screenshot of the budget category section of the SF-424A that will be referenced when determining application eligibility. The requested funding level should be placed in column E under Federal Funding.

Please be sure to reference the FOA appendix C, Page 80 for specific details on how to complete the SF-424A. The value of \$1,323,147 or less should also appear in the budget justification as the federal request. A screenshot of a

completed SF-424A will be displayed later when providing an overview of the budget presentation.

Slide 11 highlights target populations by funding types. Now, I previously mentioned that funding type details can be found in table six of the FOA, service areas as served to one or more funding types that are specific to the population served. There is just one available funding type for the Cincinnati, Ohio service area. Community Health Center is listed as CHC, which target underserved individuals.

Slide 12 highlights ineligible uses of SAC-AA funding. SAC-AA funding is targeted toward the provision of primary health care services, so grant funding cannot be used for construction, fundraising or lobbying efforts. However, SAC-AA funding can support the purchase of equipment and supplies necessary for the provision of primary health care.

For more information about appropriate uses of SAC-AA funding, please contact Donna Marx. Her contact information will be provided at the end of the presentation.

Slide 13 highlights Phase 1 of the two-tier application submission process. To be eligible to submit your application in Grants.gov, you must have a current valid registration. The basic steps for registration include obtaining a data universal numbering system, or DUNS number, and registering in the system for a word 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.

Current grantees 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.

If you are a new applicant, please start the registration process immediately since each step takes time and Grants.gov registration could take as long as one month. Please note that Phase 1 of the application is completed through a successful submission to Grants.gov, and you will receive a validation email upon successful submission.

Slide 14 highlights Phase 2 of the two-tiered submission process. You'll receive a tracking number for accessing the EHB approximately seven days following successful Grants.gov submission.

Unlike Grants.gov, who generates email confirmations, with EHB, you will only receive an on-screen notice that your application was successfully submitted to HRSA. Please print and save this for your records.

Slide 15 provides the Grants.gov Web address and an overview of forms you will be required to submit in Grants.gov. The SF-424 Application for Federal Assistance, the SF-424B: Assurance Non-construction Programs, Project Performance Site Locations forms, the Grants.gov lobbying form and the SF-LLL which is the Disclosure of Lobbying Activities.

Slide 16 includes a couple of screenshots of the SF-424 referenced in the previous slide. I want to quickly discuss how to complete the type of application fields on the SF-424, since incorrect selection at this point can delay EHB access or cause you to lose work in EHB when your application type is changed by HRSA.

Select Continuation if you are a current health center program grantee applying to continue serving your current service area. Select Revision if you are a current grantee applying to serve a new service area.

Slide 17 continues with a screenshot of the SF-424, select New if you are not a current Health Center Program grantee.

Slide 18 highlights Phase 2 of the application submission, and specifically references items that you will be required to submit in EHB.

Among the required submission components are; the program narrative, the SF-424A, which is the budget categories form, the budget justification, attachments one through 15. Now, please note, not every attachment is required. Some will depend on the type of applicant you are. For example, attachment 14, the implementation plan is required for new and supplemental applicants, but it is not required for a current grantee applying to continue serving their current service area. We also have program-specific forms which are structured and do not require upload, and program-specific information, which are the clinical and financial performance measures.

Slide 19 provides an overview of the sections of the program narrative and corresponding review criteria. These are, Need for 15 points, Response for 20, Collaboration for 10 points, Evaluative Measures at 15 points, Resources/Capabilities at 20 points, Governance 10n points, and Support Requested at 10 points.

Please note, that the FOA directs applicants and reviewers to cross-reference the narrative forms and attachments when writing and reviewing the

application. It is important that consistent information is presented across all components of the application.

Slide 20 highlights the components of a complete budget presentation. The SF-424A: the Budget Categories form, has been updated to capture details on the federal funding request. This information will enable HRSA to review the proposed use of federal and non-federal grant dollars to ensure that all applicable requirements, such as a salary limitation, are followed.

This will also make it easier for you to track your federal dollars. In addition to completing the SF-424A, applicants must also provide a budget justification, which we also refer to as a budget narrative.

All applicants must submit a three-year budget justification that breaks out the federal and non-federal revenue and line item expenses. In other words, the budget justification will correspond to the new SF-424A.

The budget justification must provide sufficient information to show that costs are reasonable and necessary for the implementation of the proposed project. If the line item budget justification does not provide sufficient detail, additional narrative should be provided to fully explain all costs.

When considering the staffing profile, please be reminded 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. Please refer to appendix C of the FOA for specific instructions on how to complete the Income Analysis Form.

Slide 21 offers a screen shot of a completed SF-424A. As you can see, Section B, budget categories, offers columns for federal and non-federal funding.

Slide 22 offers a screenshot of Form 3, the Income Analysis Form. The form was updated in 2014 to make it easier for applicants and reviewers. Most of the changes were made to Part 1, which is the program income or patient service revenue section of the form.

The charge and adjustment data and the service classification within the pay groups were eliminated because they didn't fully summarize revenue data by service type. Also, the income classification within the self-pay group was eliminated. The new column was added to capture patients by pay group; patient numbers that you enter in this section should be unduplicated.

The column showing the income per visit for each pay group was added and the Manage Care section was eliminated. Manage care income data should now be consolidated in the pay group categories. The updated version of this form provides complete classification of visits by pay type.

The next two slides, 22 and 24, provide an overview of the clinical performance measures. The items on these slides, which I have labeled as Standard Clinical Performance Measures, are the ones that should be familiar to current grantees.

The prenatal and perinatal performance measures are required for all applicants. See Appendix B of the FOA for details. The appendix notes that if you have never reported prenatal measures in the past, you can enter zero as your baseline.

For new applicants, please note that all measures listed on these two slides 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. Additional details about these clinical performance measures can be found on the SAC-AA TA Web page.

Slide 25 offers a list of the financial performance measures. As in the past, the three audit-related measures noted on the slide with an asterisk, can be marked not applicable by tribal and public center applicants. Additional details about the financial performance measures can be found on the SAC-AA TA Web page.

Slide 26 offers some general performance measures information. While performance measures in addition to those referenced in the previous slides are not required, applicants can add additional performance measures by selecting the Other Measures button at the bottom of the performance measures form in EHB.

Applicants must specify at least one contributing and one restricting key factor for each performance measure. Lastly, any information that will not fit in the Performance Measures Form due to character limits, should be provided in the Evaluative Measures section of the program narrative. Please be reminded that any information included in the program narrative will count against your page limit.

Slide 27 provides special instructions for current Health Center Program grantees applying to continue serving your current service area. Current Health Center grantees will not be able to edit their baseline data for the required measures, which we'll prepopulate from the 2012 UDS report.

If you would like to report more current baseline data, this information should be included in the comments field. If a current Health Center Program grantee is no longer tracking a previously defined other performance measure, the measure can be marked not applicable to keep it from pre-populating in future budget period progress report exact applications.

However, this requires a justification in the comments field. Lastly, current Health Center Program grantees should provide a brief description of the progress made towards data goals over the last year in the comments Field.

Slide 28 provides an overview of the project period determining factors which can also be found in table eight of the FOA. On this slide, with a number of Health Center Program requirement conditions as discussed, this refers to both conditions that will carry over from a previous Notice of Award for current grantees, as well as conditions that would be warranted based on information included in the application, along with factors such as past performance.

If you are a current grantee and are unsure of how many Health Center Program requirement conditions you currently have, please contact your project officer. As listed on this slide, if the SAC-AA Notice of Award includes between zero and four health center program requirement conditions, you will receive a three-year project period.

If the SAC-AA notice of award includes five or more Health Center requirement conditions, you will receive a one-year project period. Additional factors that can trigger a one-year project period include the most recent audit calling into question whether your organization is able to continue as going concern. And a current grantee with an unresolved condition related to Health Center program requirements in the 30 day phase of progressive action that will carry over into the new project period.

Please note that if a current grantee had a one-year project period in fiscal year 2012, and in fiscal year 2013, and meets the criteria for a one-year project period for fiscal year 2014, a SAC-AA award will not be made to this grantee.

Slide 29 highlights some important details to adhere to. First, your SAC-AA submission may not exceed 160 pages. Tables one through four of the FOA note which items will be included in the page limit. Applications that exceed the page limit will be automatically screened out by HRSA and will not be further considered.

As with all Health Center Program applications, the narrative portions of the submission should be in 12-point font. If desired, tables and charts such as table four presenting the line item budget justification, can be in ten or 11-point font.

These types of details can be found in the HRSA electronic submission user guide reference in the FOA and linked on the SAC-AA TA Web site. Please note that failure to complete and include all of the documents listed as required for completeness, will result in your application not making it through the completeness and eligibility screening and will be deemed ineligible.

Again, see tables two through four on pages 11 through 17 for the list of required, for completeness and required for review documents. When you are uploading attachments, please double-check that you've uploaded the correct document in each attachment field.

We have unfortunately had to deem applications ineligible when applicants have accidentally uploaded the same document in two places, thereby

inadvertently omitting a required item. Again, although it is not on this slide, I just wanted to remind you that the EHB deadline is 5 pm Eastern Standard time.

Slide 30 provides resource and contact information should you have questions as you develop your application packages. Reference the SAC-AA TA Web page located at <http://www.hrsa.gov/grants/apply/assistance/sac-aa> for additional resources, FAQs and other useful documents such as sample forms and templates.

Ms. Katherine McDowell and I will be the primary contacts for program related questions. The contact person for budget related questions is Ms. Donna Marx. For problems with registering or submitting in Grants.gov, the information for Grants.gov contact center is provided.

That concludes our presentation. Please note we're going to be moving forward to the Q&A session in a few minutes. A polling question is going to be presented on the screen. Please answer the polling question and in a few minutes we'll be starting the Q&A session. Thank you.

Coordinator: Excuse me, this is the operator. Once you're ready for the question and answer session, you may press star 1 to record your name and ask a question.

Vesnier Lugo: Yes, hello, (Janisa)?

Coordinator: Yes, I'm here.

Vesnier Lugo: Yeah, we'll take the first question whenever you're ready.

Coordinator: Okay. I'm just waiting for the first question to queue.

Vesnier Lugo: Thank you.

Coordinator: Okay. The first question has just now queued up. It's coming from (Sally Jordon)'s line. You may begin.

Man: The question is do we need letters of support from the various potential partners that were submitted in the original grant application?

Olivia Shockey: There is a requirement for the provision of letters of support through this funding opportunity announcement, so please read it closely. There's a collaboration section that lists which organizations should be contacted for letters of support and provides instructions for what to do if you request a letter of support and are not able to receive it. And if you have further questions after looking in the FOA, please reach out to us.

Coordinator: Our next question comes from (Rebecca Johnson), you may begin.

Rebecca Johnson: Will the new Form 5A and B be part of this application?

Olivia Shockey: Are you referring to the new forms that are rolling out through the scope verification process?

Rebecca Johnson: Yeah, the revisions.

Olivia Shockey: If those revisions have been completed by the time this application is submitted, you may see them populate within this application. But you will see when you access EHB for the first time to complete your EHB portion of the application, is that your current 5A and 5B will be prepopulated and locked if you are a current grantee.

And so please don't let that distract you. If you want to discuss in your narrative changes that are going to show up through that scope verification process, you're welcome to do so. But 5A and 5B are not editable by current grantees, and so please don't let that concern you heavily if you're a current grantee applying for your own service area.

If you are a current grantee applying for a new service area, the Forms 5A and 5B that you see in the system will be the current versions of 5A and 5B as they exist now. And please, complete them based them on that format and there'll be some backend magic converting them to the new format once that new format is in place across all of our Health Center Program projects.

Rebecca Johnson: Okay, thank you.

Coordinator: At this time there are no more questions in queue.

Olivia Shockey: There's one question in the system that says, "Do we have to get new letters of support or can we submit the letters of support that were submitted in the original SAC?" I think this question is asking if we applied under the SAC-AA that was released a couple of months ago, are those letters of support still valid or do we need to reach out for new letters of support that reference this new SAC-AA funding opportunity announcement number?

I think that it's fine for you to re-submit the letters of support that you collected under the last announcement number, but definitely explain that in your narrative so that it's not confusing to reviewers if they see some letters of support have one announcement number on it, some have others. Because ultimately it's support for your operations within the service area.

And I do still recommend reaching back out to your partner organizations just to let them know that the service area was re-announced, you're planning to reapply, are they okay with you submitting the letter of support they provided you under the last announcement before you submit that letter. But it's perfectly fine.

I understand the burden of getting - running around the community and getting new letters signed for just a couple of numeric changes in the announcement number. And so it's fine if you want to resubmit those, as long as it's explained.

Coordinator: Excuse me, there is one more question in queue from Chris from Sally Jordan's line. You may begin.

Chris: You answered the question.

Olivia Shockey: Okay, thank you. Are there any other questions in queue?

Coordinator: At this time there are no more questions in queue.

Olivia Shockey: All right. Let's give it just one moment to see if anything pops into anyone's mind, and if not please note that we are always available to answer follow-up questions at bphcsac@hrsa.gov. And we look forward to assisting you throughout this application period with your application process.

Coordinator: I do have a question that just popped in queue from Rebecca Johnson's line. You may begin.

Rebecca Johnson: Are you able to tell us if on the prior SAC-AA if the applicants were all eliminated because of a technical error?

Olivia Shockley: We're not at liberty to discuss individual application issues with a field of potential applicants, but if you have questions about your specific application that was previously submitted, if you indeed submitted one previously, you're welcome to follow-up with us directly about that.

Rebecca Johnson: Thank you.

Coordinator: There are no more questions in queue.

Olivia Shockley: Okay, we'll give it just one more moment.

Vesnier Lugo: So, it appears like there aren't any more questions popping up in queue, so we want to thank you all again for participating today, and wish you all good luck as you work to submit your applications. Thank you and take care.

Coordinator: Excuse me, there is one question in queue from Sally Jordan's line again. You may begin.

(Sally Jordan): Yes, so our final question, I promise. If we - to serve one of the 17 zip codes, if we need to open a site and it's near an existing FQHC, do we need permission from that existing FQHC to open a site that's near their location?

Olivia Shockley: We certainly encourage you to reach out to organizations if you might be putting a new site near their site to discuss collaboration opportunities. Permission is not necessarily part of the Health Center Program vocabulary but we do like to look for opportunities for collaboration.

Other things that we've seen people do through applications are things like contracts, contracting with other sites, contracting with providers. There's lots

of opportunities open for different types of collaboration and you're certainly able to propose sites that are located near other organization sites as long as the need is there. And if it's to address the needs in a zip code that's listed in the SAC announcement then that makes sense, but please do reach out.

Sally Jordan: Okay, thank you very much.

Coordinator: At this time there are no more questions in queue.

Vesnier Lugo: Okay, it looks like we'll try again. Thank you all very, very much again for your participation today. Take care.

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