

**NOFO TA Call Transcript for the Children's Safety Network Program:
HRSA 23-080**

Transcript

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good morning every afternoon. Everybody My name is Diane Pilkey, and I am the Federal Project officer for the children. Safety network.

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Welcome to the technical assistance webinar for the Children's Safety Network (CSN) funding opportunity.

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I am excited to be here and I am joined by my colleague who is the Grants management Specialists.

This webinar is being recorded, and will be posted to the website noted in the NOFO.

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I am basically going to go over the notice of funding opportunity and walk through the contents of it and will describe the program purpose and then walk through the HRSA and recipient responsibilities.

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I will go over program expectations and requirements, and then go through some of the sections for the application

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**The CSN is a five-year program that starts in June 1, 2023.
Applications are due January 4 2023.**

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We will fund up to one cooperative agreement up to a 1 million dollars annually, subject to the availability of funds. Eligible applicants are listed here

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This program is to increase the capacity of Title V agencies to adopt and implement evidence-based Child and adolescent safety program programs, policies and practices.

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The focus is on injury and violence prevention related title V performance measures and to outcomes such as injury hospitalizations, bullying, safe sleep, and suicide, as well as leading causes of injury-related deaths among children and adolescents such as motor vehicle crashed and firearms.

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The goal of this program is to reduce infant child and adolescent injury hospitalizations and death.

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This program will provide technical assistance and capacity building services to those State title V agencies, including implementing, learning, collaboratives; developing and disseminating up to date injury prevention resources; maintaining a coalition of national safe and state and local agencies, and other key injury stakeholders; and increasing coordination with national organizations, resource centers and partner organizations.

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Targets for the recipients to achieve by the end of the Grant cycle in 2,028 are listed on page 1-2 of the NOFO. These include to provide individual technical assistance to at least 25 States and jurisdictions on child and adolescent safety. Develop and disseminate it.

Written resources, public webinars, state technical assistance webinars, and publications as listed there.

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There are some targets related to the learning collaborative as well.

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A little bit of background first. In the United States, unintentional and intentional injuries in children ages 0-19 account for an estimated 13,000

deaths, 164,000 hospitalizations, and 6 million emergency department visits each year.

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Unintentional injury, suicide, and homicide are the leading manner of death for children 1-19 years. For in that age, unintentional motor vehicle crashes, firearm homicides, unintentional poisoning, firearm suicides, suffocation suicides, and unintentional drownings.

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There are notable disparities in injuries and violence by sex, race, ethnicity, geography, disability, status, sexual orientation, or gender identity, as well as socioeconomic status.

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A little bit of background on Title V. In fiscal year 2021, all 59 state and jurisdictions identified injury and violence prevention as a priority in their Block grant state action plans.

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Title V agencies are also required to select 8 national performance measures for the list of 15 and 40.

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44 chose at least one of the three national performance measures on page 2 that relate directly to child safety. These include safe sleep, injury hospitalization, and bullying.

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Some information is included here on the MCHB. To achieve its mission of improving the health and well-being of America's mothers, infants and families

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The CSN program addresses all 4 of MCHB's strategic goals on page 3 through targeted technical assistance, training and capacity building to Title V agencies and MCH workforce to successfully adopt and implement evidence-based child safety programs, develop and disseminate products that address social

determinants of health that disproportionately increase the injury of certain populations and through active partnership with members of the national coalition and. MCHB is also committed to advancing equity and health for mothers, children, and families.

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The working definition of equity is on page 4 of the NOFO and is proposed as a foundation for the development of programs.

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So now I'm going to turn to information about the type of reward and responsibilities.

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The funding mechanism for this is a cooperative agreement.

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The cooperative agreement is a financial assistance where HRSA anticipates substantial involvement with the recipient.

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There's a list of the responsibilities of HRSA and the recipient on pages 4 to 5.

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Some HRSA examples include assuring experienced HRSA personnel participate in the planning and development of all phases of this cooperative agreement; Participating in the design, direction, and evaluation of activities, meetings, and selection of approaches and mechanisms; and reviewing and providing feedback on products.

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Examples of recipient responsibilities include collaborating with the Federal project officer when hiring new staff or implementing new activities.

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Collaborate on rapid response requests related to emerging issues; Providing the federal project officer with the opportunity to review and provide advisory input on products

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And submitting a revised budget and work plan in mid cycle from year 3 to reflect any challenges and emerging issues

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The NOFO is limited to 70 pages, and this includes the project and budget narratives, attachments, letters of commitment and support that are required in the application guide and described in the NOFO

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The abstract, forms that are included in the workspace application packages. as well as the proof. nonprofit status or indirect rate costs do not count in the page limits.

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HRSA will flag any application that exceeds the page limit and redact any pages considered over the page limit

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So it's very important to limit your application to 70 pages

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Now a little bit about program requirements starting on page 8 of the NOFO. The CSN program will serve as a principal technical assistance provider to MCHB's Title V program to bridge that gap between evidence and practice in child safety.

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and will support efforts to address those child safety related national performance measures.

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Successful applications will address the following program expectations. Coordinate with relevant HRSA programs in regional offices, resource centers and partner organizations to provide centralized ta and outreach, Incorporate a health

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equity approach throughout all activities of this program. Include development of effective tools and strategies for training, outreach collaborations, communication and information sharing.

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On pages 8 through 10 there's more detail on the program requirements.

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Major activities are outlined here that provide broad, universal technical assistance to all Title V agencies around the selection and implementation of evidence- based child and adolescent safety programs, practices and policies.

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This includes developing the disseminating and supporting the uptake of up-to-date evidence-based child safety interventions, practices, and policies, maintaining a website that serves as a clearinghouse of evidence-based child, safety related products if information resources that reflects the latest evidence and promoting a facilitating Title V agencies collaboration with state partners in injury and violence, prevention and there's some

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The second requirement is to provide targeted TA to approximately 3 learning collaboratives comprised of Title V state/jurisdiction strategy teams to drive improvements related to the potential focus areas identified in this NOFO

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The applicant should propose injury related priority topic areas for potential learning collaboratives that are responsive to Title V agencies needs and are related to leading or emerging issues in child safety.

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Use a collaborative learning approach based on implementation science principles and focus on overall program and to support the normal collaborative teams and establish you to share names to the topic area measuring and tracking progress towards successful

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Use a collaborative learning approach based on implementation science principles and focused on overall program improvement.

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Support the learning collaborative teams in establishing shared aims appropriate to the topic area and strategies/activities; measuring and tracking progress towards both successful implementation of these strategies and achievement of desired programmatic and/or policy changes; and sustaining and institutionalizing collaborative learning activities and practices at the state and regional levels.

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The third broad requirement is to maintain and facilitate a coalition of national, state, and local agencies and other key injury prevention stakeholders that guide the development of child safety resources and provide expert guidance to Title V agencies and child and adolescent safety programs.

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Include clear plans to identify and engage federal, national, state, and local agencies and organizations and other key stakeholders

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Lead the coalition to support state efforts to adopt evidence-based policies, programs, and practices on child and adolescent safety.

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I am now going to talk about specific instructions for your application narrative.

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These are found on NOFO pages 10 through 18. and this slide includes what page you can find them on.

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I am gonna go over these briefly

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Also please note on pages 16 to 17 there are some required attachments including a work plan, timeline, the logic model, staffing plan and job descriptions, biographical sketches, and organizational chart as well as letters of agreement.

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letters of support. and for multi years budgets which this one is you want to include your 5th year budget.

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And in addition, the progress support for competing continuations.

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as well as letters of support. I am not going to talk briefly about the narrative sections that are included

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Your application should be responsive to the to these.

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Please read the application instructions carefully to make sure you're including everything that is mentioned in this section.

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So the first section is a brief introduction followed by a needs assessment, and this slide includes some examples of what should be included, and what's listed in the NOFO summarize the status of a need for

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injury, violenc, prevention, services for the MCH population, and then need to support title.

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And then the next section is methodology. Propose clear, feasible methods describe your technical assistance, framework, proposal, or anything about your strategies and activities.

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Maintain Clearinghouse of child safety resources and identify key partners.

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The next section is work plan, which should include a work plan and timeline and describe an effective plan for managing the project,

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And meaningful collaborations . The next section is resolution of challenges. You will describe potential challenges and approaches to resolve those challenges

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The next 2 sections evaluation and technical support capacity.

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That's where you describe your plans and associated resources to be able to carry out the program, monitoring performance, measure, evaluation functions, address monitoring performance, measurement and evaluation that your capacity

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to collect and manage project data ; personnel with ability and experience.

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And experience managed collaborative learning teams. The last section was organizational information.

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Your organization's ability and capacity and experience with technical assistance and demonstrating national leadership

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Now we're gonna turn it over to the Grants Management specialist who's going to talk about the Budget

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I am a fellow Grants management specialist, and will be filling in for your Grant management.

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Specialist, David Callander, i'll be talking about a few budgetary items that you should be aware of as and this one.

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So a few of the duties and responsibilities of your Gms.

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We make sure that you're in compliance and you're following Grants regulations in terms of the project.

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We also monitor compliance to make sure those requirements are being met, and that all of the costs policies are being followed. also.

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How we monitor reports that are required for you to submit, as well as any other necessary reports, whether they're delinquent, or if they need to be revised, we follow up and monitor that

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as well. and last, but not least, how we issue notice of awards.

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You will see that abbreviated in NOA, and that is signed by the HRSA GMO which is the Grants management officer.

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The total water amount available is up to 1 million annually.

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There's a 5 year project period, and you have to provide a budget and budget narrative for all 5 years, and that can be so for the fifth year you'll have

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to attach that as attachment 8 the indirect cost rate agreement should be included with your application.

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If you don't have an IDC agreement you can use a diminished the minimum rate which is 10%, and you can only use it 10%.

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If you've never had a negotiated rate so if you've had a negotiated, rate, you cannot use the 10% diminished rate for your budget, and if you need to apply for one you can go to

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the division of costs, allocation, application applicants must completely break down all costs and all costs in the budget narrative, and the cost must correspond with the 4 to 4.

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A. So, for example, if your personnel total is 100,000 on your Sf. 4 to 4 A.

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We should be able to go to your budget narrative and see that same dollar amount and the Budget narrative next slide, please.

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So on the Sf: 4, 2, 4, A. There are 2 sections that we look at.

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So, Section A and Section B. So this is a screenshot of Section A.

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And what it looks like in where you see the highlights that's what you can fill out next.

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Slide. This is Section B. so each column would be representative of a year.

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So the first column will be year. one the second column will be year 2, and, as you can see, there are only 4 columns, so that's why we need an additional Sf.

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4, 2, 4 a that you can upload for the fifth year and next slide, please. Okay.

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So the budget narrative. So your budget narrative.

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It explains the amounts requested for each line of the budget.

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So you'll have personnel friends, travel supplies etc. etc.

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And you have to provide an itemized breakdown of each expense.

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Also you have to give a brief description of how each of those cost supports the achievement of the proposed objectives of this Grant program.

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Next slide, please. So for personnel, all positions described in the narrative must include the following: So the full name, and if you haven't already hired for that specific position, you can just put vacant which is fine the position title

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annual base salary. the Federal amount requested within the salary.

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The percentage effort ie fte i'll fund it under the award

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Grant. if it is in kind, all you have to do is just put where that source of funding is coming from.

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Also the description of responsibilities or the duties on the project, and how this position will contribute towards the project.

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Also I want to note the salary cap is \$203,700.

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So anything over that amount has to be covered by other sources of funds.

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The next section would be your fringe benefits. So you have to include the means by which these French benefits were calculated.

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So your French benefits rate, and also what is included in the fringe benefits you can't just put the rate you have to put was inclusive of your fringe benefits back in next slide please

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Okay. So for the travel section you have to eyes and justify the cost requested.

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So you see the example on the slide there's a conference going on.

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It gives the date of the conference, and where it gives the purpose.

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It also lists who's attending and so under that you see it's broken down as it's itemized for each type of travel expense.

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So airfare. that will be. You know your mode of transportation.

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It may not be airfare. It may be a train or whatever mode of transportation you're using to get to that conference.

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And then you see hotel, and then you see pardon and registration also.

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Please include the amount of days. So, for example, for the whole is \$450 for one night, or is that inclusive of 4 nights or 3 nights?

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So just make sure you include the number of days for the trip that you're using the travel funds for and of course you total that up, and you put the total cost at the bottom next slide, please.

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I supplies and equipment. Okay, So for supplies you can label them general office supplies, or they can be operational supplies.

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Only you would know that here's an example of how you can write that So printer paper, pins, etc.

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And you can do it at a cost per employee.

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Or you can just simply just break it down per supply item, which is acceptable equipment.

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So. equipment is tangible, non-expendable property charged directly to an award having a useful life of more than one year, and it has to have a per unit cost of \$5,000 or more each item of

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equipment requested must have a specific cost per unit listed, and the need explained or justified.

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So, for example, if if you had a high-tech printer that you want to purchase that meets the goals and objectives of your Grants program, you have to put the reason why you need to you need to

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purchase the printer, and how it's meeting those goals and objectives.

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If it's over 5,000, just as an example to give you a a guide.

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Next slide. please. Okay, contractual and other. So contracts, please provide an explanation as to the purpose of each contract or sub award how the costs were estimated and the specific contract or sub award deliverables other excuse

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me, each item or service being requested in the other. budget category must have its specific cost listed and the need explained or justified.

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So some examples of things that you would put in other will be printing costs, telephone fees, training activities, or office space rent, if not already included in the Idc.

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And just a little blurb on the office space rent.

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If you are going to use that, you have to put in there.

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If that office space rent is being paid for activities specific to the Grant program.

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So, for example, if there are other activities going on within this office space that's not related to this grant program, you can't use Grant funds to cover other grant program, cool and objectives has to be specific so you can just

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put a little blurb about that, too, in the office space rent.

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Next slide, please. Contact David Colander with questions.

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That's his information, and he'll be able to give further instruction in detail.

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Or if you just have a simple question to ask him that's his information.

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Thank you all for your time

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Thank you. that was really helpful so now, we're gonna switch back to talk to the application review criteria that are in the NOFO.

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These will be used by the objective review panel to evaluate your applications.

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These criteria serve as the standard for the reviewers, against which they will score the application.

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It also would be, is useful to you in presenting important information related to the application.

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There are 6 review criteria that will be used, and you could find detailed information on them on pages.

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20 to 24. Please make sure you review these as your craft application to you to so you can ensure that you are responsive.

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There is a crosswalk on page 10 of the number that was those different sections of the narrative application that I just mentioned, and which review criteria they're associated with

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I'm not going to go over these in detail but I have highlighted a few select components that we're craving here.

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This slide shows those sections of the narrative that the respond to this.

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So the first one is need it's worth 10 points and an assessment, for example, the extent to which the application, and effectively demonstrates the purpose of the proposed project gaps and challenges in the field, and the need to communicate

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in coordinate. The response Criteria is worth 35 points, and it's broken down as shown here.

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The methodology sub criterion is worth 20 points, and it reflects the extent towards the applicant effectively describes and demonstrates the ability to do.

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This work includes a framework that identifies effective tools and strategies, uses a public health equity Approach, proposed Injury

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Topics that are responsive to title 5 agency; a learning collaborative based on implementation science principles and clear plans for engaging stakeholders.

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The work plan is worth 10 points, and the resolution of challenges is worth 5 points. Reviewers will assess whether the application demonstrates an effective plan for managing the project and activities personnel resources and includes a logic

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model that effectively devastates the relationship among the goals of the project and Short and long-term outcomes, and, in addition, the extent to which the application demonstrates sufficient identification of challenges likely to be encountered in the reasonableness approaches to resolving those

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Evaluative Measures Criteria is worth 10 points, and assesses the strength and effectiveness of the proposed methods to monitor and evaluate the project and the results.

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The review criteria impact is worth 10 points, and will look at the extent to which the application demonstrates that the proposed project has a public health impact and the effectiveness of plans for dissemination of project results.

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As well as the impact results may have on the target population, and the extent towards the project results may be national scope.

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The resources and capabilities Criteria is worth 25 points and has 2 sub criteria.

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Evaluation and technical support capacity is worth 15 and organizational capacity is worth 10 points.

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The evaluation and technical support capacity looks at the extent to which project personnel are qualified by training and to experience to implement and carry out the project; includes a named project director with expertise and child safety and injury and facilitation of diverse stakeholders.

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Experience with a learning collaborative. It also includes a reasonable staff in plan and appropriate.

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The organizational sub criteria is worth 10 points, and looks at the extent that the application completely and effectively describes, demonstrates sufficient capability of the organization.

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And the quality and availability of system and personnel to carry out required program activities and meet the requirements of the proposed project

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Include an organizational charge that outlines key personnel and partners. finally the support requested corresponds to information from the budget and the budget narrative.

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The budget section should include sufficient justification to allow reviewers to determine whether the amount of support requested is reasonable.

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Just a few important reminders about applying. Please use the instructions from the NOFO including the DF-424 Application guidance as a reference.

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Avoid going over the page limit of 70 pages or pages will be redacted before going to reviewers.

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All applications must be submitted electronically no later than January 4, 2023 by 1159 Pm.

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We recommend submitting to them earlier in case there are some technical problems with the application that sometimes that happens is not uncommon.

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So I would not wait to the last minute. Consider submitting the application if possible, at least a day or 2 earlier.

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And now we have some time for questions you can't unmute yourself.

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You can also add something in the chat box

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I've not received any specific questions from potential applicants but generally what we do is summarize those questions and answers in it frequently ask question document which we will post to with the recording.

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I don't see any questions as ever yet

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No questions from anyone

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Okay. The last slide and in the NOFO includes our contact information

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please feel free to email us if you have any questions.

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Sometimes you have to go through the application more closely before you come up with questions.

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But we definitely want to hear from you so that we can make sure we are answering anything you may have related to applying and you can contact us anytime

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Okay, no questions. Then I think we are good to go appreciate your attending