FY2022 NOFO Technical Assistance Webinar: Family Planning Telehealth Infrastructure Enhancement and Expansion Grants Opportunity Number: PA-FPH-22-002

December 9, 2021

U.S. Department of Health & Human Services
Office of the Assistant Secretary for Health
Office of Population Affairs

OASH | Office of Population Affairs

Logistics

- Listen-only mode
- Questions and Answers
  - Submit questions via Resource Mailbox: FY22.TitleXNOFO.Telehealth@hhs.gov
  - Utilize the Chat Function to submit questions directly to Host and Panelist during the session
    - ✓Questions will be added to an FAQs document which will be updated regularly
  - FAQ: https://opa.hhs.gov/grant-programs/funding/current-funding-opportunities#TitleX
- These presentation slides will be posted on grants.gov and opa.hhs.gov following the presentation.

Webinar Agenda

- Programmatic Overview of the Notice of Funding Opportunity (NOFO)
  - Introduction & Background
  - Expectations of Recipients
  - Application Content
  - Application Review Information
- Grants and Acquisitions Management
  - Competitive Application Requirements and Process
- Question and Answer Session

Introduction & Background



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OPA Mission

Promote health across the reproductive lifespan through innovative, evidence-based adolescent health and family planning programs, services, strategic partnerships, evaluation, and research.

OPA administers the Title X family planning program, the Teen Pregnancy Prevention program,, and the Embryo Adoption Awareness program

About Title X

- The Title X Family Planning Program is the only federal grant program dedicated solely to providing comprehensive family planning and related preventive health services
- Title X grants play a critical role in ensuring access to a broad range of family planning and related preventive health services for millions of low-income or uninsured individuals and others.
- Family planning services are services that assist in preventing or achieving pregnancy. Title X clinics provide these services to individuals (including adolescents) with priority given to persons from low-income families.
- Title X services are voluntary, confidential, and provided regardless of one's ability to pay.
- For many clients, Title X clinics are their only ongoing source of health care and health education.

Title X Statute

- Section 1001 of Title X of the PHS Act authorizes grants "to assist in the establishment and operation of voluntary family planning projects which offer a broad range of acceptable and effective family planning methods and services (including natural family planning methods, infertility services, and services for adolescents)."

2021 Title X Final Rule

- On October 4, 2021, OPA amended the Title X Family Planning regulations to restore access to equitable, affordable, client-centered, quality family planning services for more Americans.

- Ensuring such access for all clients, especially for low-income clients, the Title X program creates opportunities for realigning the nation's family planning program with nationally recognized standards of care and improving the health of communities that have been historically underserved.

- The 2021 regulations also reinforce the program’s central tenets of quality, equity, and dignity for all individuals who seek Title X services and modernizes the more than 50-year-old program to better reflect the current healthcare system.

- Ensuring Access to Equitable, Affordable, Client-Centered, Quality Family Planning Services (42 CFR Part 59, October 2021)

PA-FPH-22-002

Family Planning Telehealth Infrastructure Enhancement and Expansion Grants

- Availability of funds for Fiscal Year (FY) 2022 grants under the authority of Section 2605 of the American Rescue Plan Act of 2021 (ARP) (Public Law No. 117-2) for grants under Section 1001 of the Public Health Service Act (42 U.S.C. § 300)

- Application Deadline: Thursday, February 3, 2022 by 6:00 PM Eastern

- Limited to applicants who are submitting applications to PA-FPH-22-001 “Title X Family Planning Services Grants”
  - Only recipients of awards under PA-FPH-22-001 will be eligible to receive an award under this opportunity

The Goal

- To enhance and expand the telehealth infrastructure and capacity of Title X service delivery networks.

- Utilizing telehealth as a viable key modality for service delivery to support Title X services and serve as a tool to mitigate access barriers to quality family planning services.

- Strengthen telehealth infrastructure and capabilities of Title X grantees thereby creating more equitable opportunities for more clinics and more clients to benefit from telehealth services

Award Information

- Estimated Federal Funds Available: $35,000,000
- Anticipated Number of Awards: 60
- Award Ceiling (Federal Funds including indirect costs): $700,000 per budget period
- Award Floor (Federal Funds including indirect costs): $50,000 per budget period
- Anticipated Start Date: May 1, 2022
- Estimated Period of Performance: Not to exceed 1 year(s)
- Anticipated Initial Budget Period Length: 12 months

Expectations for Recipients

Section B.2

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Expectations

- Recipients must be in compliance with the Title X statute, as well as the program regulations, as applicable.
- OPA expects recipients to leverage existing telehealth resources in their proposed project.
- Priority be given to persons from low-income families or populations that are medically underserved in urban, rural, and frontier communities

Telehealth Specific Expectations

a) Establish, enhance, and/or expand telehealth technical capabilities and systems to support sustainable access to high-quality, client-centered, and equitable Title X family planning services through telehealth modalities.

b) Build, enhance, and/or expand capacity of Title X healthcare providers, through training and technical assistance, to deliver high-quality, client-centered, and equitable Title X family planning services through telehealth modalities.

c) Hire qualified staff to support telehealth efforts to deliver high-quality, client-centered, and equitable Title X family planning services through telehealth modalities.

Telehealth Specific Expectations (continued)

d) Expand and improve outreach to people who are underserved by telehealth services and promotion of telehealth Title X family planning services to these populations to enhance access to high-quality, client-centered, and equitable care.

e) Disparity Impact Statement

Application Content

Section F.3

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Project Narrative

- Most important part of the application
- Clear and concise description of the project

Components:

- Need for and Scope of the Proposed Telehealth Project
- Technical Approach
- Delivery of Telehealth Services
- Project Management and Capacity

Project Narrative: Need for and Scope of Proposed Telehealth Project

a) Describe with data the family planning needs of the community and the population(s) of focus, if any, and detail how the telehealth project will meet these needs. Clearly describe population demographics and any unique disparities they face.

b) Discuss the number of clients, specifically the number of low-income clients you will serve and how you will also target areas that are more sparsely populated and/or places in which there are not adequate family planning services available. Describe the extent to which family planning services are needed locally and describe innovative ways to provide services to unserved or underserved communities.

Project Narrative: Need for and Scope of Proposed Telehealth Project

c) Provide a thorough overview of the proposed telehealth family planning project. Describe in detail your experience with providing telehealth services and include any challenges or barriers you have faced in the past, and strategies you have used or propose to use to overcome those challenges or barriers. Alternatively, describe in detail your past experience implementing projects that have prepared you to implement the proposed telehealth project and how you will build upon such experiences to further the objectives of the proposed project.

d) Demonstrate that the project plan adequately provides for the requirements set forth in the Title X statute and regulations (42 CFR part 59, subpart A).

Project Narrative: Technical Approach

a) Describe the approach to use telehealth funds which may include any one, combination of two or more, or all of the following:

   i. Establish (including purchase) and/or enhance and/or expand telehealth technical capabilities and systems to support sustainable access to high-quality, client-centered, and equitable Title X family planning services through telehealth modalities.

   ii. Build and/or enhance and/or expand capacity of Title X healthcare providers, through training and technical assistance, to deliver high-quality, client-centered, and equitable Title X family planning services through telehealth modalities.

   iii. Hire qualified staff to support telehealth efforts to deliver high-quality, client-centered, and equitable Title X family planning services through telehealth modalities.

   iv. Expand and improve outreach to people who are underserved by telehealth services and promotion of telehealth Title X family planning services to these populations to enhance access to high-quality, client-centered, and equitable care.

Project Narrative: Technical Approach

b) Define specific goals and objectives for the telehealth project, ensuring that they follow the SMART (specific, measurable, achievable, relevant, time bound) framework.

c) Discuss how you will monitor and evaluate your performance using these goals and objectives, and

d) Describe how you will use data to inform continuous quality improvement and equity.

Project Narrative: Delivery of Telehealth Services

a) Describe specific activities you will undertake to increase access to telehealth services in a way that complements the existing patterns of care.

b) Describe your ability to advance health equity including, but not limited to, how you will ensure that telehealth services are of high-quality, client-centered, increase access, and narrow the equity gap in the service area.

c) Describe how the telehealth project will be promoted to family planning clients including any outreach efforts.

d) Discuss reimbursement for telehealth services.

Project Narrative: Project Management and Capacity

a) Describe how you will manage the telehealth project to ensure that all aspects are well-integrated into the overall Title X family planning project and are effective and efficient.

b) Describe how you will train and provide technical assistance to staff to effectively provide and support services via telehealth.

c) Demonstrate the relative need of your organization, and the capacity of the organization to make rapid and effective use of the federal assistance. Describe the facilities where your project will be administered and where family planning services will be delivered. Describe how the location of project facilities will ensure continued access to telehealth family planning services for clients in the proposed service area.

Project Narrative: Project Management and Capacity

d) Describe how you will monitor subrecipient agencies to ensure provision of high-quality, client-centered, and equitable telehealth services.

e) Discuss the relative availability of non-federal resources within the community to be served and the degree to which those resources are committed to the project including a detailed description of any telehealth partners and what additional resources you plan to leverage for this project. Describe how you will sustain the telehealth project including leverage partnerships and existing resources at the federal, state, and local levels

Appendices

- Work Plan
- Coverage Map/Service Area
- Letters of Commitment
- Curriculum Vitae/Resume for Key Project Personnel

Appendix: Work Plan

- Should reflect, and be consistent with, the Project Narrative and Budget Narrative, and must cover the one (1) year period of performance.

- Must include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks, action steps, or products that will be pursued or developed to achieve the goal and outcome(s).
  - For each major task, action step, or product, your work plan should identify the timeframes involved (including start and end dates), and the lead person responsible for completing the task.

Additional Appendices

- **Coverage Map**: You must include a coverage map of the areas to be served indicating the location of proposed Title X service sites that will offer telehealth services or otherwise benefit from the telehealth enhancement and expansion grant.

- **Letters of Commitment from Subrecipient, Referral, and Telehealth Partner Organizations and Agencies**: You must include signed Letters of Commitment (LOC) for all organizations and entities that have been specifically named as a subrecipient or referral entity to carry out any aspect of the telehealth project. Signed LOCs must describe the specific role and resources that will be provided (if any), or activities that will be undertaken, in support of your project. The organization's expertise, experience, and access to the targeted population(s) should also be described in the letter of commitment. The LOCs must correlate and be consistent with the project narrative, work plan, and services proposed.

Additional Appendices (continued)

- **Curriculum Vitae/Resume for Key Project Personnel**: The applicant must submit with the application, curriculum vitae and/or resumes of all key personnel for their application. Key Personnel for this NOFO specifically include those individuals who will oversee the technical and managerial functions of the proposed telehealth activities.

Supplementary Materials (Section K, Pg. 50-51)

- Section K.2 Considerations in Recipient Plans for Oversight of Federal Funds
- Section K.3 Disparity Impact Statements

Application Review Information

Section G.1

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Understanding of the Proposed Telehealth Project for Family Planning Services (25 points)

1) Describes with data the family planning needs of the community and the population(s) of focus, if any, and details how the telehealth project will meet these needs. Clearly describes population demographics and any unique disparities they face.

2) Takes into account the number of clients, and, in particular, the number of low-income clients to be served while also targeting areas that are more sparsely populated and/or places in which there are not adequate family planning services available. Describes the extent to which family planning services are needed locally and the applicant proposes innovative ways to provide services to unserved or underserved communities.

Understanding of the Proposed Telehealth Project for Family Planning Services (25 points) (continued)

3) Provides a thorough overview of the telehealth family planning project. Describes in detail the applicant's experience with providing telehealth services and includes any challenges or barriers the applicant has faced in the past, and strategies the applicant has used or proposes to use to overcome those challenges or barriers. Alternatively, describes in detail the applicant's past experience implementing projects that have prepared the applicant to implement the proposed telehealth project and how the applicant will build upon such experiences to further the objectives of the proposed project.

4) Takes into account the degree to which the project plan adequately provides for the requirements set forth in the Title X statute and regulations (42 CFR part 59, subpart A).

Technical Approach - Proposed Use of Telehealth Funds (20 points)

1) Describes in detail the approach to use telehealth funds which may include any one, combination of two or more, or all of the following:

   a) Establish (including purchase) and/or enhance and/or expand telehealth technical capabilities and systems to support sustainable access to high-quality, client-centered, and equitable Title X family planning services through telehealth modalities.

   b) Build and/or enhance and/or expand capacity of Title X healthcare providers, through training and technical assistance, to deliver high-quality, client-centered, and equitable Title X family planning services through telehealth modalities.

Technical Approach - Proposed Use of Telehealth Funds (20 points) (continued)

c) Hire qualified staff to support telehealth efforts to deliver high-quality, client-centered, and equitable Title X family planning services through telehealth modalities.

d) Expand and improve outreach to people who are underserved by telehealth services and promotion of telehealth Title X family planning services to these populations to enhance access to high-quality, client-centered, and equitable care.

Technical Approach - Proposed Use of Telehealth Funds (20 points) (continued)

2) **Defines specific goals and objectives for the telehealth project, ensuring that they follow the SMART framework.**

3) **Discusses clearly how the applicant will monitor and evaluate its performance using these goals and objectives, and**

4) **Describes clearly how the applicant will use data to inform continuous quality improvement and equity.**

Technical Approach - Delivery of Telehealth Services (20 points)

1) Describes specific activities the recipient will undertake to increase access to telehealth services in a way that complements the existing patterns of care.

2) Describes the ability of the applicant to advance health equity including, but not limited to, how the applicant will ensure that telehealth services are of high-quality, client-centered, increase access, and narrow the equity gap in the service area.

3) Describes how the telehealth project will be promoted to family planning clients including any outreach efforts.

4) Discusses reimbursement for telehealth services.

Project Management and Capacity (30 points)

1) Describes how the applicant will manage the telehealth project to ensure that all aspects are well-integrated into the overall Title X family planning project and are effective and efficient.

2) Describes how the applicant will train and provide technical assistance to staff to effectively provide and support services via telehealth.

3) Demonstrates the relative need of the applicant, and the capacity of the applicant to make rapid and effective use of the federal assistance. Describes the adequacy of the applicant's facilities and staff to implement the project.

Project Management and Capacity (30 points)

4) Describes how the applicant will monitor subrecipient agencies to ensure provision of high-quality, client-centered, and equitable telehealth services.

5) Discusses the relative availability of non-federal resources within the community to be served and the degree to which those resources are committed to the project including a detailed description of any telehealth partners and what additional resources the applicant plans to leverage for this project. Describes how the applicant will sustain the telehealth project including leverage partnerships and existing resources at the federal, state, and local levels.

Budget (5 points)

- Application will be assessed based on the degree to which the budget is aligned with and adequately supports the proposed technical approach and work plan.

DASPA Consideration Factors (Section G.2 Pg. 37)

The Deputy Assistant Secretary for Population Affairs will take into consideration the following additional factor(s):

- The geographic distribution of telehealth services including the focus on providing services to areas in need of expansion of telehealth services.

- The extent to which funds requested for a project maximize access, promote equity, and/or reduce disparities for the population in need within the entire service area.

OASH Grants & Acquisition Division

PA-FPH-22-002

December 9, 2021

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Submission Dates and Times (Section A)

Application is due by 6:00 p.m. Eastern Time, February 13, 2022

- Your submission time will be determined by the date and time stamp provided by Grants.gov when you complete your submission.
- Strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date.
- Grants.gov may take up to 48 hours to notify you of a successful submission.
- If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration.

Eligible Applicants (NOFO, Section E.1)

Any public or private nonprofit entity located in a State (which includes, in addition to the several States, the District of Columbia, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, American Samoa, the U.S. Outlaying Islands (Midway, Wake, et al.), the Marshall Islands, the Federated State of Micronesia, and the Republic of Palau), faith-based organizations, and American Indian/Alaska Native/Native American (AI/AN/NA) organizations **that apply to PA-FPH-22-001** are eligible to apply for a grant under this announcement.

Eligible Applicants (NOFO, Section E.1)

Examples include:

- State Governments
- U.S. territories
- County Governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)
- Public Housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profit private institutions of higher education

Eligible Applicants (NOFO, Section E.1)

- Submitting an application under PA-FPH-22-002 will have no effect on the scoring of an application under PA-FPH-22-001.

- Final awards for PA-FPH-22-002 will be contingent upon an award under PA-FPH-22-001 to ensure that the one-time funds provided for Title X under the ARP are used to build the telehealth infrastructure of Title X recipients and their networks.

- Applicants under PA-FPH-22-001 who are not successful or are disqualified will be disqualified under PA-FPH-22-002.

Cost Sharing or Matching (Section E.2)

- While there is not a fixed cost-sharing percentage or amount, projects must include financial support from sources other than Title X. The proposed project budget should reflect financial support in addition to Title X funds on both the Standard Form (SF) 424A, Budget Information, and in the budget narrative and justification. **The amount and source(s) of these funds must be clearly identified separately from the requested Title X support** as indicated on the SF 424A, as well as on the SF 424, Application for Federal Assistance.
- The OASH Grants and Acquisition Management (GAM) Division will review applications to ensure that the requested amount of Title X funding is in compliance with this business requirement.
- See **NOFO section E.2 and 42 C.F.R. § 59.7(c)** for additional details.

Cost Sharing or Matching (Section E.2)

The cost sharing requirements are waived for any grant made to the U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands. Although projects are expected to identify additional sources of funding and not solely rely on Title X funds, there is no specific amount of level of financial match requirement for this program.

Other – Application Responsiveness Criteria (Section E.3)

- You must have also applied to PA-FPH-22-001 to submit an application for this opportunity.

- Final awards for this opportunity (PA-FPH-22-002) will be contingent upon an award under PA-FPH-22-001 to ensure that the one-time funds provided for Title X under the ARP are used to build the telehealth infrastructure of Title X recipients and their networks.

- Applicants under PA-FPH-22-001 who are not successful or are disqualified will be disqualified under PA-FPH-22-002.

Notice of Funding Opportunity (NOFO) Announcement

- The Notice of Funding Opportunity (NOFO) provides information and guidance related to applications.
- Read the entire funding announcement.
- Follow the NOFO carefully!
- **The information provided in the NOFO takes precedence over any conflicting information in other documents.**

Address to Request Application Package

- Obtain an application package electronically by accessing Grants.gov at http://www.grants.gov/. Find it by searching the Assistance Listing (formerly CFDA) Number found on page 1 of the NOFO.
- The Assistance Listing (CFDA) Number is 93.217.
- Be sure to subscribe to the announcement in Grants.gov so you receive notification of any updates to the NOFO or supporting documents.

Application Submission-1

- OASH requires that all applications be submitted electronically via Grants.gov unless an exemption has been granted by the grants management officer (Section F.5).
- **If you submit an application via any other electronic communication, it will not be accepted for review.**
- Grants.gov is a website portal. All funding opportunities and grant application packages are made available on www.Grants.gov .
- An application will not be considered valid until all application components are entered in Grants.gov and received by OASH Grants and Acquisitions Management (GAM) Division according to the deadlines specified in the “DATES” section of the NOFO (Section A.1).
- Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726.

Application Submission-2

- Applications must be submitted as three (3) files:
  - ✓**File 1: The ENTIRE project narrative (Section F.3.a)**
  - ✓**File 2: The ENTIRE budget narrative, including supporting documentation described in the Budget Narrative content section (Section F.3.b)**
  - ✓**File 3: All documents in the appendices uploaded in the Attachments section of your Grants.gov application (Section F.3.c)**
- Note: Required standard forms do not apply toward your page count limitations in the submission requirements as stated in Disqualification Criteria (NOFO Section E.3).

Application Submission-3

- Any files uploaded or attached to the Grants.gov application must be of the following file formats –
  - ✓**Microsoft Word, PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).**
  - ✓**Microsoft Excel files will NOT be accepted.**
- HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF.
  - ✓**If you convert to PDF prior to submission, you may prevent any unintentional formatting that might occur with submission of an editable document.**
  - ✓**Check the page count of your PDF and/or print the file to ensure that the document does not exceed the total 110-page limit.**

Application Submission-4

- Be complete and do not leave blanks on forms unless the information is clearly not applicable.

- The individual submitting the application forms must have the legal authority to act on behalf of the organization.

Application Submission-5

- To ensure successful submission of your application, carefully follow the step-by-step instructions provided at: **http://www.grants.gov/web/grants/applicants/apply-for-grants.html**

- These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information

Application Elements

Forms

- ❑ Application for Federal Assistance (SF-424)
- ❑ Budget Information for Non-construction Programs (SF-424A)
- ❑ Assurances for Non-construction Programs (SF-424B)
- ❑ Disclosure of Lobbying Activities (SF-LLL)
- ❑ Project Abstract Summary

Files

- ❑ Project Narrative – Submit all Project Narrative content as a single acceptable file.
- ❑ Budget Narrative – Submit all Budget Narrative content as a single acceptable file.
- ❑ Appendices – Submit all appendix content as a single acceptable file, in the Attachments section of your Grants.gov application.

Project Abstract Summary

- It you receive an award under this announcement, your project abstract summary may be published.

- Do not include any proprietary or confidential information in your Project Abstract Summary

Application Format

- Be sure to follow Project Narrative format instructions in the NOFO. Your application will be disqualified if it does not conform to the format requirements.
- You must double-space the Project Narrative pages.
- You must use 12-point font.
- You should use an easily readable typeface, such as Times New Roman or Arial.
- You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.
- For Appendices and Budget Narrative, you should use the same formatting specified for the Project Narrative.
- Appendix documents such as résumés may use alternate formats common to such documents.

UEI and the System for Award Management (SAM) (Section F.4)

- You are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal awards through Grants.gov.
- You will find instructions on the Grants.Gov web site as part of the organization registration process at http://www.grants.gov/web/grants/applicants/organization-registration.html.
- Your organization must register online in the System for Award Management (SAM).
- Applicants are advised to begin the SAM registration process immediately. If you are selected for an award, an active SAM registration may be required prior to receiving an award.

UEI Transition Update

Effective April 4, 2022, the federal government will complete its transition from the DUNS number as the official unique entity identifier, to the UEI (or UEI(SAM)).

See https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=e31c534f1b40c1103565ed3ce54bcbce

System for Award Management (SAM)

- If you are registering a new entity in SAM.gov, you need to create a login.gov account, if you don't already have one.
  - Please note that the complete process for registering a new entity involves submission of a notarized letter.
- Minimum timeframe to complete an initial SAM registration online is 30 min.
- Timeframe for applicant's registration to become active is up to 10 days and may take longer depending on volume.
- Average timeframe for updates in SAM.gov to appear in Grants.gov is up to 72hrs.

System for Award Management (SAM)

- SAM registration **must** be renewed each year.

- If you are renewing your registration, your old SAM.gov username and password may not work anymore. You will need to create a login.gov account if you do not already have one.

SAM (continued)

- We strongly recommend applicants check for an active registration in SAM well before application deadline.
- If you are successful and receive an award, you must maintain an active SAM registration with current information **at all times** during the active award.

- If you have not complied with the SAM registration requirements, HHS/OASH
  - May determine you are not qualified to receive an award; and
  - May use that determination as a basis for making an award to another applicant.

- Should you successfully compete and receive an award, **all first-tier sub-award recipients must have a DUNS/UEI number at the time you, the recipient, make a sub-award.**

Funding Restrictions

- If you are successful and receive an award, by accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, other Department regulations and policies in effect at the time of the award, and applicable statutory provisions.
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- Costs must be allowable, allocable, reasonable, and necessary direct expenses or indirect costs in accordance with regulations and current policy.
  - Indirect costs may be included per 45 CFR 75.414. Applicants should indicate which method or rate is used for this application. (Section F.3.b.1.o)
  - Pre-award costs are not allowed. (Section F.7.a)
  - Current Salary Limitation: $199,300 effective January 2021 (Section F.7.b)

Budget Narrative and Forms

The Project Budget Information:

SF 424A Budget Forms

Budget Narrative

Detailed Budget Justification

- ❑ Must be consistent with the requirements of the NOFO
- ❑ Budgeted costs must reflect proposed activities
- ❑ Budget line item descriptions and justification requirements are explained in the NOFO
- ❑ Suggested table formats in the NOFO
- ❑ Plan for Oversight of Federal Award Funds (Section F.3.b.2)

Forms, budget narrative and detailed justification do not count toward page limit.

Application Disqualification Criteria-1

- If your application does not meet the following requirements, it will be disqualified and receive no further consideration:
  - Submitted electronically via www.grants.gov by due date and time (unless an exemption was granted 2 business days prior to the deadline).
  - If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline.
  - HHS/OASH/GAM deems your application eligible.
  - You must complete the required forms in the application package: SF-424, SF-424A, SF-424B, SF-LLL, and Project Abstract Summary.
  - Your application must be submitted in the English language and must be in the terms of U.S. dollars (45 C.F.R. § 75.111(a)).

Application Disqualification Criteria-2

- If your application does not meet the following requirements, it will be disqualified and receive no further consideration:
  - Project Narrative must be double-spaced, on the equivalent of 8.5” X 11” page size with 1” margins on all sides and font size not less than 12 points.
  - Project Narrative *must not exceed 50 pages*.
  - The Total Application, including Project Narrative *must not exceed 110 pages*.

Application Disqualification Criteria-3

- If your application does not meet the following requirements, it will be disqualified and receive no further consideration:
  - Your Federal funds request including indirect costs does not exceed the maximum indicated in Award Ceiling ($700,000)
  - Your Federal funds request including indirect costs must not be below the minimum indicated in Award Floor ($50,000).
  - If you have included voluntary cost sharing or matching, you must include in your budget narrative a non-federal sources justification.
  - Your application must meet any Application Responsiveness Criteria under Section E.3 Other - Application Responsiveness Criteria.

Application Disqualification Criteria-4

- Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review;
  However, this may impact your application's scoring under the evaluation criteria.

- **Be sure to follow submission instructions carefully.**

Application Review Criteria (Section G.1)

a) Understanding of the Proposed Telehealth Project for Family Planning Services
b) Technical Approach - Proposed Use of Telehealth Funds
c) Technical Approach - Delivery of Telehealth Services
d) Project Management and Capability
e) Budget

Application Merit Review

- Eligible applications will be reviewed and assessed by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the NOFO.
- The Merit Review process is formal and confidential. Federal staff are available to answer questions and to ensure the process is consistent and fair, but do not participate in discussion and assessment of the application.
- Then applications are reviewed:
  - ✓ By GAM staff for administrative & business compliance.
  - ✓ By OPA Program Office staff for programmatic compliance.

Funding Decisions (Section G.4)

- The Director of the Office of Population Affairs will make final award selections to be recommended to the Grants Management Officer for risk analysis.
- Upon completion of risk analysis and concurrence of the Grants Management Officer, HHS/OASH will then issue Notices of Award.
  - No award decision is final until a Notice of Award is issued.
  - All award decisions, including level of funding, if an award is made, are final and you may not appeal.

Funding Process

- **We are not obligated to make any Federal award as a result of this announcement.**
- **Only the grants management officer (GMO) can bind the Federal government to the expenditure of funds.**
- **If you receive communications to negotiate an award or request additional or clarifying information, this does not mean you will receive an award; it only means that your application is still under consideration.**
- **All award decisions, including level of funding if an award is made, are final and you may not appeal.**

Funding Process – Review of Risk Posed by Applicant

- HHS/OASH will evaluate each application in the fundable range for risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205
- OASH will use a risk-based approach and may consider any items such as the following as stated in the NOFO:
  - Applicant's financial stability;
  - Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;
  - History of performance – Applicant's record in managing Federal awards including timeliness of compliance with applicable reporting requirement, and conformance to the terms and conditions of previous Federal awards;
  - Reports and findings from audits performed; and
  - The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Plan for Oversight of Federal Award Funds (Section F.3.b.2)

- If your internal controls are available online, you may provide the link as part of your plan in the budget narrative.
- We have also included Supplementary Material (Section K.1), which contains questions applicants may find useful in considering their Plan for Oversight of Federal Funds.

Non-funded Applications as a Result of Risk Review

- If we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2) and we do not make an award to you as a result, we must report that determination to FAPIIS, if certain conditions apply.
- The standards include at a minimum, if you are a prior Federal award recipient the information in FAPIIS must “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” 45 CFR § 75.205(a)(2)
- Information reported in FAPIIS is available for other organizations to review when considering you for an award.

Notice of Award (NOA)

The Notice of Award–

- Notifies the successful applicant of the selection; award amount; project and budget periods.

- Includes any conditions on the award (i.e., requirements that must be met as a condition of receiving the grant funds).

- Includes standard terms, reporting requirements and contact information for OASH/GAM and the Program Office.

Funding Process – Points of Contact

- GAM is the official contact for awardees throughout the award life cycle.
- All official communication related to the award is between GAM and the successful applicant.

- Unsuccessful applicants will be notified by the Program Office via letter.

Summary and Tips

Project Narrative Description

- Be clear, complete and concise in the project description; follow and address exactly what is requested in the NOFO.
- Don’t make the reviewer search for the required information. Generally, the easier the application is to review, the better the rating or score.
    - Reviewers are not allowed to do external research, including following embedded links, etc.
- Clearly identify the sections of the application and indicate which component is being addressed.
- The project narrative must include all required information within the 50-page limit. Do not use appendices to expand the page limit.

Summary and Tips

Project Narrative Description

- Make the goals and objectives “SMART;” Specific; Measurable; Achievable; Realistic; and Time-framed.
- Activities presented any work plans should relate directly to the proposed goals and objectives.
- Supporting documents such as the program work plan, evaluation plan, and budget should provide a complete picture of how the applicant will address the needs as well as address the purpose and expectations in the NOFO.

Summary and Tips

Staffing

- The staffing should be appropriate and reasonable for the goals, objectives and activities of the proposed project.

- Be complete in describing what staff will do, the expertise required and the percent time they will be assigned to the project.

Summary and Tips

Budget

- The budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project.
- The budget should be reasonable and relate directly to the goals and objectives.
- Do not request more funds than are available, as listed in the NOFO. This amount is *inclusive* of indirect costs.
- The operating budget should be complete and include Federal and non-Federal funds, projected program income (e.g., from fees and third-party payers and other contributing funds).

Summary and Tips

Overall

- Include full names (First Middle Last) for Authorized Official, Principal Investigator/Project Director and all Essential Personnel.
- Electronic submission **IS** required.
- Do not wait until the last minute to begin SAM registration or update your registration.
- Do not wait until the last minute to begin the electronic submission—problems could arise.

NOFO Inquiries

Program Questions

Program Office Attn: Office of Population Affairs

Mousumi Banikya-Leaseburg

Email: FY22.TitleXNOFO.National@hhs.gov

Telephone:240-453-2800

Administrative or Financial Questions

Grants Management Specialist

Robin Fuller

Email: Robin.Fuller@hhs.gov

Telephone: 240-453-8822

Electronic Submission Requirements

Grants.gov Applicant Support

www.grants.gov

Email: support@grants.gov

Telephone: 800-518-4726

Please do not contact OASH Program or Grants office staff for Grants.gov issues

These presentation will be posted on grants.gov and opa.hhs.gov following the presentation.

Q&A

Submit your directly to Host and Panelist during the session in the chat box.