

**Health Resources and Services Administration  
Bureau of Primary Health Care  
Fiscal Year 2015 Native Hawaiian Health Care Improvement Act  
Funding Opportunity Announcement Webinar  
April 7, 2015, 4 to 5 p.m. ET**

Coordinator: Welcome and thank you for standing by. At this time, all lines are in a listen-only mode. During our question and answer session, you can ask a question by pressing star one and recording your name when prompted if you're on the phone.

This conference is being recorded. If you have any objections, you may disconnect.

I'd like to turn today's conference over to Ms. Amy Harbaugh. Thank you and you may begin.

Amy Harbaugh: Hello everyone. We apologize for the last minute mix-up in the password, but welcome and greetings.

This is a technical assistance call for the fiscal year 2015 Native Hawaiian Healthcare Improvement Act Funding Opportunity Announcement. I'm Amy Harbaugh and I am a Public Health Analyst in the Office of Policy and Program Development within the Bureau of Primary Health Care at HRSA. I want to thank you all for joining us today.

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

If you have trouble connecting to the webinar, the slide presentation for this call is also available at the Native Hawaiian Technical Assistance Web page located at <http://www.hrsa.gov/grants/apply/assistance/nhhcs>. I will do my best to reference the slide numbers throughout this call so you can easily follow along if you are viewing the slides via the TA Web page and not the webinar.

Slide two highlights today's agenda. The presentation will start with a basic overview of the FOA, including the due dates and times, changes to the fiscal year 2015 Native Hawaiian FOA, information on Non-Competing Continuation Progress Reports, and general information about the application submission process.

I will then touch on key sections of the application submission, including the budget, project narrative, and attachments, which include the project work plan and performance measures among other items.

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

If you are logged into the webinar, you will also be able to type your questions as we go along, but please note that we will likely be answering the majority of these questions at the end of the call.

Slide three provides an overview of the purpose of the Native Hawaiian Healthcare Improvement Act grant award, which is to improve the provision of comprehensive disease prevention, health promotion, and primary care services to Native Hawaiians. Approximately \$12.3 million was made

available for the 2015 Federal fiscal year for a total of six grants to be distributed between the five Native Hawaiian Health Care System or Systems and Papa Ola Lokahi, or POL.

The project period length had been extended and is now three years long beginning August 1, 2015, and ending July 31, 2018. The Grants.gov due date is Monday, June 1, 2015. To be eligible to submit your application at 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 Award Management, also known as SAM.

Since you are all current awardees, you should be already registered in the appropriate systems. Please confirm and renew your registration and access to Grants.gov in advance of the deadline. It is vital that you ensure that your SAM registration is active through the entire application period until the completion of the three-year project period. You will need an active SAM registration in order to receive your annual grant award. SAM registration must be renewed yearly.

Slide four highlights changes from the fiscal year '14 Native Hawaiian FOA to the fiscal year '15 FOA. The most important change is the increase in the project period from one to three years. I will discuss more about this change in the next slide.

The 2015 FOA also clearly delineates between required and optional services for the Native Hawaiian Health Care Systems, as outlined in the legislation. Performance measures have been refined to more closely align with the Native Hawaiian legislation and enable awardees to clearly demonstrate their progress toward legislatively-required services.

Reporting requirements are also streamlined with the fiscal year '15 FOA. In previous years, Native Hawaiian awardees were required to submit a year-end progress report for the time period between May 1st and July 31st. That requirement is going away. Starting with the fiscal year '15 FOA, Native Hawaiian awardees will submit a full application every three years and a Non-Competing Continuation Progress Report to renew funding on an annual basis during the three-year project period.

The data reporting requirement -- which will include service projections, clinical performance measures, and financial performance measures -- will continue to be required as outlined by your project officer. The Executive Level II salary limitation was increased, and salaries supported by federal funds should not exceed \$183,300.

Slide five describes Non-Competing Continuation Progress Reports which are the reports used to approve and authorize annual awardee funding during the three-year project period. While the Native Hawaiian awardee project period will now be three years, grant funding will continue to be appropriated on an annual basis. In accordance with the Native Hawaiian legislation, funds will be appropriated annually and will be distributed among the six awardees in consultation with POL.

As stated previously, full limited-competition applications will be completed every three years rather than annually. Native Hawaiian grant awardees will complete Non-Competing Continuation Progress Reports annually in order to receive funding for the budget period within the three-year project period.

Non-Competing Continuation Progress Reports are less involved than a full application and are designed to show progress toward your goals and to notify HRSA of any issues or problems associated with your program. The Non-

Competing Continuation Progress Reports will be completed in HRSA Electronic Handbook, or EHB.

Slide six highlights the items you will be required to submit in Grants.gov. We have the SF-424, which is the application for federal assistance form; the Project Abstract is loaded on line fifteen; the Project Narrative; SF-424A, the Budget Information form; the Budget Justification Narrative; SF-424B, the Assurances for Non-Construction Programs; Project Performance Site Locations form; and the SF-LLL, the Disclosure of Lobbying Activities, if applicable.

I know that many of you are familiar with the Grants.gov applications, but there may be some participants that are new to the process or who would like a refresher. If so, I can pull up a view of the grant application package and walk you through the various parts of the application.

If you would like to go through the components of the application on the Grants.gov, please answer yes to the polling question on your screen. So you'll see this little man in the middle of your screen at the very top, and all you would do is click on that and raise your hand to either agree or disagree. If enough people want to see it, we'll walk through that attachment; otherwise, we'll keep going.

Okay, we have at least one person, so let's just go through it. So I'm going to pull up the Grants.gov application now. So when you go into Grants.gov, you'll see the - and go through to the posting itself. There'll be a place where you'll see the grant instructions, which is the FOA itself- the instructions. And then the application is a line under that.

When you press the applications, this is what pops up - this form here. So I'll just go through this to show you the highlights.

The sections that are in yellow are what you fill out as the applicant. So this is the cover page. This next page is just information about your address and general information about your organization. Same with this next page. Line fifteen is where you would put in the Project Abstract. The next page is the Project Budget information - just general information here as you continue to page through this.

Then you get to the attachments form. This is where you would upload each of the required attachments associated with your application. Going on, these are the addresses of your performance site locations. Continuing through this, this is the area where you upload your Project Narrative. This is the Certificate for Lobbying that you would fill out and complete and sign. And the next page is the Budget Narrative files that you would upload here at in this section.

And finally, we're getting to the Assurances for Non-Construction Projects. And this next - this last form here is the Budget Information, which I'm going to go over shortly in another section.

So if you have any questions on that, we can take those at the end of the call. And now we'll just go back to the presentation.

So now we are on slide seven. So slide seven provides information about the budget portions of the FOA. Applicants should refer to the budget section on page fourteen of the FOA for information on how to complete the budget-related forms and attachments.

The SF-424A is the standard form that will be provided within the Grants.gov system. While the project period is now three years, applicants should only provide budget information for the first twelve months of the project period.

And now we'll go to a sample SF-424A. So this is a sample and many of you are filling out this sample in this manner. So I just want to go through how you would fill out an SF424-A. This is an example for the Systems only.

So for the first section, its Section A, which includes rows for project cost, administrative cost -- which are not to exceed 10% -- and matching funds requirements. The matching funds requirement is one dollar of non-federal matching funds for every five dollars in federal funds. The administrative cap or matching funds requirement does not apply to POL.

For Section B, budget categories, each line represents a distinct object class category that must be addressed in the Budget Justification Narrative. The federal, administrative, and match expenses must be entered in Columns One, Two, and Three, and equal the total proposed budget identified in Section A.

The next page of this form -- Section C -- shows the distribution of non-federal resources. Section D is not required and Section E shows the requested amounts for the first and second future funding years, which basically means year two, budget years 2 and budget years three.

We can now go back to the slide view - slide seven.

So in addition to completing the SF-424A, applicants must also provide a Budget Justification Narrative in line-item format corresponding with SF-424A Section B object class categories for the first twelve-month period of the three-year project. The Budget Justification Narrative must provide sufficient detail to show that costs are reasonable and necessary for implementation of the proposed project.

If the line-item Budget Justification Narrative -- which will consists of sections such as personnel, travel, and supplies -- does not provide sufficient detail, additional narrative should be provided to fully explain all costs.

The Income Analysis Form -- which is required for the Systems only and is uploaded as Attachment Six -- completes the budget presentation. Please refer to Appendix C of the FOA for specific instructions on how to complete the Income Analysis Form.

When completing the Staffing Plan, which is uploaded as Attachment Seven, it's important to remember that federal funds may not be used to pay the salary of an individual at a rate in excess of \$183,300. A Staffing Plan should include details about each staff position supported by the grant.

Slide eight provides an overview of the individual section of the Budget Narrative and related review criteria section. The individual sections include Need, Project Update, Response, Resources and Capabilities, Evaluative Measures, and Support Requested. Please note that the FOA directs applicants to cross-reference the narrative forms and attachments when writing the application. It is important that consistent information is presented across all components of the application.

Slide nine provides details about the attachments to be uploaded as part of your Grants.gov application package. More details about these attachments can be found on page sixteen of the FOA. Applicants should download copies of the Word version of the forms and templates from the Native Hawaiian TA website now as they will be replaced with fillable PDF forms in the future. So please, go to the website and download and save these forms now.

I'll now go through the attachments.

Attachment One is the Project Work Plan that is required for POL only. Attachment Two through Six are required for the Systems and they include the Required Service Projections, the Required Clinical Measures, Optional Clinical Measures, Required Financial Performance Measures, and the Income Analysis Form.

Attachment Seven is the Staffing Plan. Attachment Eight -- Project Descriptions for Key Personnel. Attachment Nine -- Biographical Sketches for Key Personnel. Attachment Ten, Board Profiles. Attachment Eleven, Letters of Support. Attachment Twelve, the Summary of Contracts and Agreements as applicable.

Please note that we've included a number of document templates and samples that can be used as resources when developing some of these attachments. They can be accessed when visiting the Native Hawaiian TA Web page, which we'll provide a link to again at the end of this presentation.

Next slide -- Project Work Plan. Slide ten describes the elements of the Work Plan that POL has required to submit as part of its application. The Work Plan addresses the healthcare environment and proposed activities to be performed in accordance with the administrative grants section of the authorizing legislation. See page five of the FOA for a list of the areas that proposed activities should fall under.

Slide eleven provides an overview of the performance measures that are required for the Native Hawaiian Health Care Systems. Projections for performance measures are for the three-year project period ending July 31, 2018. The categories for performance measures include Required Service Projections, Required Clinical Performance Measures, Optional Clinical Performance Measures, Required and Optional Financial Performance Measures. And I'll go through each of these.

Slide twelve describes the Required Service Projections. In addition to the financial and clinical performance measures that were required with previous FOAs, the Systems will also submit numerical Required Service Projections for the three-year project period for the following services that are required under the Native Hawaiian legislation.

The first is outreach services. The System is to propose a goal that indicates the number of Native Hawaiians who will be informed of the availability of services during the three-year project period ending July 31, 2018.

Two -- education and health promotion. The System is to propose a goal that indicates the number of formal education or health promotion sessions that will be provided during the three-year project period ending July 31, 2018.

And three, services of physicians, physician assistants, nurse practitioners, and other health professionals. The System is to propose a goal that indicates the number of face-to-face visits between patients and physicians, physician assistants, nurse practitioners, and other health professionals that will be provided during the three-year project period ending July 31, 2018.

Slide thirteen refers to the Required Clinical Performance Measures. Note that a sample of a clinical performance measure document can be found on the Native Hawaiian TA Web page. Native Hawaiian Health Care Systems must provide goals for the following six Required Clinical Performance Measures: one, diabetes; two, cardiovascular disease; three, pregnancy and infant care; four, child health and immunizations; five, under nutrition, that's the weight assessment and counseling for children and adolescents; and six, nutrition -- adult weight screening and follow-up.

Slide fourteen refers to Optional Clinical Performance Measures. The Native Hawaiian Health Care Systems may, but are not required to, provide goals for any of the following Optional Clinical Performance Measures: one -- cancer; two -- pregnancy and infant care or perinatal health; three, oral health; four, tobacco use cessation and screening; five, asthma; six, coronary artery disease; seven, ischemic vascular disease or aspirin therapy; eight, colorectal cancer screenings; nine, HIV linkage to care; ten, depression screening and follow-up; eleven, prevention and control of otitis media; and twelve, traditional healing.

Slide 15 provides an overview of the financial performance measures. A new financial measure - Grants Cost per Patient -- has been added as a required financial measure. Health Systems must choose one additional financial performance measure from the optional financial performance measures for a total of two financial performance measures.

The required focus area is the grants cost, which is the total grant cost per patient, and optional areas - you have to select two of the following: which either total cost per patient, medical cost per medical visit, or non-federal matching funds as a percentage of the matching funds included in the total project budget. So you would choose one of the optional focus areas for reporting purposes.

A sample financial performance measurement document can also be found on the TA Web page.

Important reminders -- lastly, I would like to highlight some important reminders and contacts. The Grants.gov deadline is June 1, 2015, by 11:59 p.m. Eastern Standard Time. Please adhere to formatting and page limit requirements, which is eighty pages.

As noted, the TA Web page will offer a number of useful links and sample documents such as links to the SF-424 application guide. The Web page will also include a transcription and audio recording of today's presentation as well as the slides that we used in today's presentation. You can access the TA Web page at <http://www.hrsa.gov/grants/apply/assistance/nhhcs> .

The final slide provides contact information should you have any questions as you develop your application package. I will be the primary contact for program-related questions. The contact person for budget-related questions is Christie Walker. For problems registering or submitting in Grants.gov, contact the Grants.gov Contact Center. And once again, we have the link to the TA Web page.

That concludes our presentation. We now want to offer you all the opportunity to ask questions during our Q and A session. Operator, if you could open it up for questions that would be great.

Coordinator: Thank you. For those dialed in, to ask a question press star one and record your name when prompted. To withdraw your question, press star two. Once again, for those dialed in, press star one and record your name. Please stand by to see if we have a question.

Please stand by. A question is forthcoming from the phones.

And our first question comes from Michelle Hiraishi. Your line is open.

Michelle Hiraishi: Yes, hi. I just got a question in the required financial focus area. We are supposed to include all clients served regardless of the grants funds that brought those clients in or those patients in? Or are we only supposed to count those patients that are served through Native Hawaiian Health Care money?

Amy Harbaugh: So you should count those patients that are served through the Native Hawaiian Health Care grant opportunity, but include the - when you think of those patients, you should include the amount that you have to leverage. So it would be your total project budget, which includes your matching funds portion.

Michelle Hiraishi: Okay, so I just want to be clear. It's Native Hawaiian money -- so the funds that we received -- as well as a match requirement.

Amy Harbaugh: Yes.

Michelle Hiraishi: That is the numerator but the denominator is all patients that we served regardless of - like, if we get a million dollars from Office of Hawaiian Affairs, do we count those clients that are served via those funds? Or is HRSA looking only for those patients and clients that are served through Native Hawaiian healthcare money?

Olivia Shockey: Hi Michelle. This is Olivia in BPHC. In terms of what you consider the scope of your project for this application, it would be the patients that fall into that scope of project. So if you're leveraging that other funding and you include that as part of your scope of project for this grant, it would be your grant dollars or federal grant dollars that you're receiving - would be one part of that figure; and then all the patients that you consider to be part of your scope of project for this project would be the other figure for calculating that measure.

Michelle Hiraishi: Okay, thank you.

Olivia: No problem.

Amy Harbaugh: Any other questions?

Coordinator: No further questions in the phone queue. Again, to ask a question press star one and record your name.

Kay Cook: We have one that is online. Do we need to complete Section E on the budget?

Amy Harbaugh: And the answer to that question is yes. You would fill that section out. Section D does not have to be completed, however.

Coordinator: We have a follow-up question from Michelle Hiraishi.

Kelsey Horachi: Aloha, this is Kelsey Horachi. I just have a question on the performance measures - the clinical performance measures. It says for three-year period ending 7/31/18. My question is do we fill out the one - you know, the form that is provided for performance measures, and just have the period inserted for the three-year period? Or do we do individual ones for each year?

Amy Harbaugh: So yes, for the required measures, you can just download the performance measure form and fill that in.

Kelsey Horachi: Right. My question is - on your slide it talks about for a three-year period projection. So do I enter the beginning period as 8/1/15 and the ending period on that form as 7/31/18?

Amy Harbaugh: Correct.

Kelsey Horachi: Okay. Thank you.

Amy Harbaugh: For the entire three-year period.

Kelsey Horachi: Right, thank you.

Amy Harbaugh: You don't have to have a separate projection for each budget year.

Kelsey Horachi: Thank you.

Amy Harbaugh: And also, if you choose to do any of the optional measures, you only need to include the page for the optional measure that you're looking to include. You don't have to include all the pages and use up your page limit by including each and every page of that

Kelsey Horachi: Right. My question - back to your response to create a separate projection for each year, that means for each clinical measure there would be three sheets.

Amy Harbaugh: No. You will not create a separate projection for each year. It's one projection...

Kelsey Horachi: For the three year period.

Amy Harbaugh: ...for the three-year period.

Kelsey Horachi: Thank you.

Amy Harbaugh: Okay.

Coordinator: Once again, no further questions in the phone queue.

Amy Harbaugh: We see that one is being typed currently, so we'll just hold for a second to read that question out (there is a 44 second pause).

Kay Cook: Okay. So we do have a question online regarding the budget. Shall we use an estimate for allocation since we will likely be revisiting how to determine allocations to all?

Amy Harbaugh: Yes, so I'm assuming you mean the estimates for future year funding that you put in Section E of the SF-424A. And yes, you would use estimates of or you could just insert the same amount. It's not - that's not a number that's used for any review purposes.

So, Operator, do we have any additional questions?

Coordinator: No further questions in the queue.

Amy Harbaugh: Okay. So I think that should wrap it up. Thank you for participating in the call today. Any questions that you'd like to submit, we're available. You can call us or just email the inbox.

Thank you for your participation and we look forward to receiving your application.

Coordinator: That concludes today's conference. Thank you for your participation. All participants may now disconnect.

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