

CENTERS FOR MEDICARE & MEDICAID SERVICES

Moderator: Thomas Dudley
July 18, 2012
3:00 p.m. ET

Operator: Good afternoon. My name is (Beth), and I will be your conference operator. At this time, I would like to welcome everyone to our Strong Start Conference Call. All lines have been placed on mute to prevent any background noise. If you should need assistance during the call, please press star zero and an operator will come back on the line to assist you.

Thank you. Seth Edlavitch, you may begin your conference.

Seth Edlavitch: Great thank you very much. Good afternoon, everyone. And thank you all for joining the Webinar. My name is Seth Edlavitch and I'm part of the Strong Start team and I will be moderating today's session. We are really pleased that you have joined us today on this Webinar to discuss the Strong Start initiative to improve the care and health of mothers and newborn.

And you may know, CMS released a revised FOA on July 3, 2012 and the purpose of today's call is to review the grants.gov application process and also discuss the budget. Just a few housekeeping items, you may view the Webinar today by going to https://Webinar.cms.hhs.gov/strongstart7_18/. Questions are being accepted via the Webinar's online questions feature. If you have a question or comments that we were not able to get to today, you could always e-mail us and our e-mail address is strongstart@cms.hhs.gov.

If you are not able to view the Webinar today, the CMMI slides will be available on the Strong Start Web site at www.innovations.cms.gov. This call is being recorded. If you are a member of the press, please contact the CMS press office. The speakers for today are Judy Ceresa from grants.gov. She's a

program advisor, Erin Smith from Strong Start program team, Michelle Feagins from the Grant management office and Jamie Atwood, who is a senior grants policy specialist.

As mentioned earlier, after the presentation, if there is time, we will address as many questions as possible. Please submit your questions in the online question box. I will now turn the presentation over to Judy Ceresa.

Judy Ceresa:

Hi and thank you so much for having me here today. I want to talk to you today about pretty much, just everything you as an applicant would need to know about grants.gov. So let's – can you back up once, Seth? Go back up one slide. OK, go ahead forward, thanks.

OK so what I'm going to talk about mainly is the registration process. The – how would you go about finding funding opportunities and how you would actually apply for those opportunities and what you can expect in response when you submitted your application.

So if you are new applicant, you want to make sure that you pay very close attention to the registration process itself. If you've never applied for a grant before and you don't already have one, you'll have to go to the, what we call the Dun & Bradstreet Web site, and obtain a Duns number, and you can do this by going to www.dnb.com. Before you do this, make sure that you have your tax ID number with you that you would get from the IRS.

Once you have been issued the Duns number, the next step would be for you – the e-business point of contact at your organization to go in and register with the central contractor registration site. These are two separate systems. Now to get a Duns number, if you don't have one, keep in mind that it can take between three and five business days. So it could actually take you a week to get a Duns number, and that's the same for the CCR registration.

Now there's two basic roles in grants.gov, there is the e-business point of contact and there's the authorized organizational representative. The AOR, authorized organization rep is the person that actually submits the application on behalf of the organization. The e-business point of contact is the organization's individual that will receive all the activities for the organization

within grants.gov and also has the responsibility of assigning permissions to the AOR in order for the AOR to submit the application.

And some organizations, and I'll into this a little bit, the AOR and the e-business point of contact can actually be the same person. These are in smaller organizations, but in larger organizations, there can be several AORs for one organization. Once the e-business point of contact successfully registers with the central contractor registration site, they will be assigned an mPIN number.

It's very important that the e-biz POC save these numbers somewhere safe because you will need that in order to register with grants.gov. Again, both the Dun & Bradstreet registration requirement and the CCR registration requirement can take up to two weeks. Next slide?

So once the e-business point of contact successfully registers in grants.gov and receive an mPIN number, the AOR for that organization needs to go into grants.gov and register as an applicant. Once the AOR registers as an applicant, an e-mail is generated from our system – from grants.gov and sent to the e-biz point of contact, notifying them that they need to go in a signed permission to the AOR so that they can submit. Next slide?

And, as we're saying earlier, it depends on the size of the organization. In some small organizations, the same individual can be both – serve as both the e-biz POC and the AOR. In larger organizations such as a large university, one e-business point of contact can have the responsibility of assigning the AOR role to several different AORs. It is the responsibility of the AOR to make sure that they know who their e-business point of contact is. Next slide?

So there's two type of registration in grants.gov. There is organization registration and there's individual registration, but for the purposes of this presentation, we're going to focus on organizational registration. And most of the opportunities posted on grants.gov are for organizations. Next slide?

So you, the applicant would go and register on screen that looks like this. You need to know what you're Duns number is. You would enter you're Duns

number, and this is the point where you would actually set up your username in grants.gov and your password. Next slide? Next slide?

Again, you as the AOR are responsible to make sure that your e-business point of contact receives the e-mail from grants.gov and follows through and assigns you as the AOR. It gives you permission to be the AOR and submit applications on behalf of the organization. If you're not registered and authorized to submit, you won't be able to submit. So you definitely don't want to wait until the day your application is due to make sure that you as the AOR have been authorized. You can track the status of your request to become an AOR on the grants.gov Web site, or you can call our contact center. Next slide?

So in the next few slides, we'll go over how you would navigate the site. Next? This is just a quick peek of our fan page. It looks a little bit different now. This is an older slide. But basically there's access on both sides that we have at the right side navigation and a left side navigation and if there are notifications that you need to be aware of, repost those on "What's new at grants.gov?" Next slide?

We also have many resources on our site. We have frequently asked questions and answers that we've been accumulating for many years. They're very helpful to applicants. We also have user guides that walk you through the process step-by-step in order to show you how you would become registered as an AOR or an e-business point of contact and also how to navigate the system, submit an application, and what can you expect after you submit it. Next slide?

You can also sign up to receive e-mail notifications from grants.gov. For instance, if you want to receive sending opportunity notices when opportunities are actually posted for a particular agency, for instance, the CMS or NIH or FDA or the Department of Education or whatever agency you may be interested in, you can actually provide your e-mail address and request that those opportunities – notifications of those opportunities is sent directly to your e-mail account.

And you don't have to be registered to do this. You don't have to be registered to search the site, to download an application, to fill out the application but you must be registered and you must be an authorized AOR in order to submit an application. Next slide?

So what's in the funding opportunity? Let's take a look. Next slide? So basically, here's a brief look at what a synopsis looks like. We searched on the site and we pulled up a synopsis. And in the synopses, we'll list the opening date of the opportunity, the closing date, the estimated amount of program funding that the agency is expecting to award and the estimated number of awards that's the agency plans to make. If you scroll down through the synopses, you'll also see a brief description of that program and you'll also find program contact information. Next slide?

OK, so there's another – at the top, the far right in hand tab at the top is a link to this application. This is where you would actually click to download the application package, which contains the forms that you'll need to fill out and the instructions or guidance that the program has developed for you to follow in order to make sure that you submit everything that you need to submit within your application. Next slide?

So once you click on that application link at the top of the page, it takes you to a screen that looks like this. You will scroll down to the bottom and on the right hand far corner, you'll see a tab or a link that's says download. You click on that download and it takes you to the application package and the instructions. Next slide?

So the middle box that's highlighted next to the tax submit is where you as an applicant can type in your e-mail address. This is not a mandatory field. It's optional, but we strongly suggest that people downloading application packages, if you have any interest in submitting an application, you provide us with your e-mail address just in case, the agency decides to change the application package in some way.

If that happens, the agency can then push an e-mail to you notifying you of any change in your package and give you further instructions as to how, you

would need to either re-download that package or what exactly has changed in the package. So we strongly suggest that you provide that e-mail address to us.

In the bottom box highlighted are the two links. The one at the top, number one, is where you would click to download the actual instructions or the opportunity and the second tab is where you would actually download package or forms for the opportunity. Now what you do when you download these two documents is you save them into your local computer. When you're filling out an application, you're actually feeling it out off-line. It's not something that's done online. Next slide?

Let's take a look at how you would navigate the application package. Next slide? So this is a brief look at what the page that shows you the forms that are in the package looks like. So on the left-hand side of the screen is a list of all the forms of the agency that has included in their application package or form. The top section, the top lock on the left was the mandatory forms and the one at the bottom, below that are optional forms.

Optional forms do not have to be filled out but we recommend you fill them out. Mandatory forms all have to be filled out or your application will error. We want to make sure that you move all the forms to be filled out from the left-hand side of the page, that screen, over to the right-hand side. And once you've done that, click on the tab, open form. Next slide?

This just illustrates how you would do that. You just slide all the forms over to the right and click open form. And when you click on open form, it's going to open up what we call – what's basically a form. It's basically a PDF file with all the necessary forms strung together in one file. When you actually submit your application, you're submitting not just that file or PDF file. Next slide?

This is just a brief peek at what and SF 424, standard form 424 R&R looks like. Your particular package may not require of the R&R, the R&Rs or research and related activities. Depending on the type of opportunity you're applying for will depend on the type of standard form 424 that will be

required in the package for your opportunity that you're applying for. All grant opportunities that are posted on grants.gov include standard form 424s of some form. Every field that you see highlighted in yellow is what we call a mandatory field and it must be filled out in order for you to tab through to the next field, a block. Next one?

Next page, slide? So let's take a look at submitting your application package. So you have registered and you are authorized as the AOR for your organization to submit and you are ready to submit. So you've logged in to the grants.gov using your grants.gov username and password, and you have checked the package that you are about ready to submit for errors and you've clicked on the save button and you printed out your application. Once your application is free of any errors, then the save and submit button will become activated. Next slide?

As soon as you click on save and submit, you'll be prompted to enter your username and your password. At this point, if you're not authorized by your e-biz POC as the official AOR, you'll receive an error message and you'll not be able to submit your application. This is one of the reasons why we tell folks don't wait until the deadline date to submit your application. You don't want to run into problems and risk missing a deadline. If you miss a deadline, there's a good chance that your application will not be reviewed. So make sure that you register early, and you submit your application early. Next slide?

So once you've gotten through that last step and you are authorized, you'll be prompted again and this time, it'll be to click on the sign and submit button. Basically, this serves as the electronic signature for your application. It tells the federal government that you are who you say you are and you are authorized to submit a grant application on behalf of your organization. Next slide?

Immediately upon submission, you will receive something that looks just like the page that we have on this slide. This is the receipt confirmation. If you do not receive this page on your screen, something went wrong, call the contact center, resubmit your application, but find out why. Don't sit and wait. You'll

be – you will actually receive in – there's two items of – there – of importance on this confirmation page. The first is the grants.gov tracking number.

It begins with the word grant and then there's a series of numbers following it. The second customer information on this confirmation that you'll need is what we call the official date and time stamp of your submission. If there's a problem with your submission, the only proof that you have that you submitted the application is through these grants.gov tracking numbers. So this is very, very important information. If you don't – like a said, received this receipt confirmation on your screen when you hit submit, something has-, something went wrong.

When some things went wrong, find out what. Pick up the phone to call the contact center or send them an e-mail. You'll also receive this information in an e-mail as the AOR. Confirmation e-mails goes to the AOR, the person that actually submits the application. Next slide?

So you can expect to receive the e-mail that I just told you about, telling you that your application has been received by the grants.gov. The message will also tell you, please check the status of the submission of your application. Verify the receipt of your application. See it through its entire submission. Just because you received this confirmation e-mail and then e-mail says your application has been received, does not mean that we actually have it. There's a validation check that the system will go through and will validate your application.

So the second e-mail that you can expect to receive is either the grants.gov validation e-mail that says grants.gov has verified your application, and it has been successfully submitted to the system. Or you'll receive a rejection e-mail and the rejection e-mail will detail what errors occurred with your submission. And lastly, if your application was successfully submitted, you should expect to receive an e-mail notifying you that the offering agency has actually picked up your application, and they have it.

All these e-mails like I said, go directly to the AOR, not the e-business point of contact, to the AOR. You can track the status of your application on the

site using the grants.gov tracking number. Another reason why you need to make sure you remember that number. Next slide?

Again, register and submit early. Give yourself several weeks to become registered. Follow the instructions provided by the agency and include enough information about your program and your budget narrative details. Make sure that when you submit the application in grants.gov, if the agency is asking for you to provide an attachment, that you avoid using any sort of special characters in your filenames because that can actually cause your application to error.

And limit the file size that you name your file. Also, make sure that if you are an AOR for more than one Duns number, you use the correct Duns number when filling out the SF424 cover page. It's the same Duns number that you are logged in to the system. Next slide?

Support is available at grants.gov contact center 24 hours a day, seven days a week. You can call them or you can send them an e-mail. And I can close – it concludes the presentation. Seth, I guess I'll let you take over?

Seth Edlavitch: Great thank you very much, Judy. I really appreciate the useful information. I just want to reiterate, if you have any questions or concerns about the applications submission process, please e-mail grants.gov at support@grantsstartgov or call them at 1-800-518-4726. The next person, we will hear from is Jamie Atwood who will review some elements of the budget.

Jamie Atwood: Good afternoon, everybody. So I am going over the SF424A, this is one of the standard requirements that you are required to complete. If you look at the funding opportunity announcement, pages 39-41 of FOA, it gives you instructions on completing the budget SF424A.

These are very helpful and you should read through them when you're filling these out. Forms online also had their own instructions as well. So over here, so as you can see in the 424A, what will happen is that there's a section for a grant program functional activity and you'll be putting in the name of this program.

You'll have a catalog of Federal domestic assistance number which is on the cover page of your FOA. , Column C is the entire amount of the federal request that you're making from us. And this is going to be for four-year program as the latest version of the FOA indicates. Column D for nonfederal - so this is any nonfederal sources that you anticipate, but it's not required under this program.

And then you'll have a total amount that you'll be putting in here. So the instructions tell you just how to fill this out, you just want to follow the instructions- and the total will then be shown in row 5 as well. So this is the total amount that you're requesting from us through this project.

And if you look at number six on section C of the 424A, this is your object class category. So you can see here, there's personnel, fringe benefits, travel, equipment, supply, contractual, construction, other. And then you'll have your total direct charges, indirect charges and total. This is very important.

This is where you're going to give us the total amount needed for each of these object class category. And again, you can kind of see them here in the FOA's page 34. What you're doing is taking each of these columns and you're going to use that to reflect that your funding that you're requesting. So in Column 1, you're going to put the total year one cost that you will be requesting from us. And you'll do the same with column 2, three and four. So there will be a total shown of a four year budget here.

And then column 5 would reflected total amount over all. So in looking at this, we should be able to see how much you need for personnel in year one, and how much you need for the entire four years. And now on the left to make funding amount at the end, once it's reflected if that occurs. So it's very important that you reflect everything here that you need. The other part of this is the budget narrative, and that's also required document that you must submit.

The budget narrative is narrative in format, and it basically spells out all the costs that you need. So it breaks down each object class category. So we will be able to see all the particulars underneath each class. So for travel or

equipment it'll be all the cost, the breakdown of cost, classifications for those costs. And again, if you look at the FOA starting on page 61, there is an appendix and that's the guidance for preparing a budget request and narrative in response to the SF 424A.

So if you look at this document, it'll show you a sample budget narrative and how much detail we're looking for in the particulars. It's very important that this document match your SF 424A, so that if we have a question about the cost, we can go to this and see the breakdown particularly the estimation, you given or justification and the actual cost itself, so that we know where the \$45,000, for example, came from. How you're breaking that down.

So again, you want to make sure you're putting all the particulars in here and that there is a justification. Pretty much provide it for everything that you need. I think that's pretty much all that I want to cover in terms of the 424A and the budget narrative. And again, you're going to be reflecting your direct cost and indirect costs in this document. So we should be able to see all those costs reflected in both. And I'll turn it over to Michelle Feagins now - she's going to continue talking about the budget.

Michelle Feagins: Hi. Basically what I want to discuss is the indirect cost. Indirect costs are costs incurred for common or joint objective that cannot be identified specifically, such as utilities for existing facilities, executive director, communication expenses and administrative office supply. If requesting an indirect cost, a current effective approved indirect cost rate from your contacts at agency can be associated with your application.

Also, if you don't already have an established indirect cost rate, we will allow a provisional amount of to a maximum of 10 percent of the indirect cost included into your budget, which means that you can include it into your 424A which is the section in the 424A that is called indirect cost. But in the meantime, I clearly have to let you guys know that you will have to go to the division of cost allocation to go ahead and put in an application for approval rate. Once that rate is established, we would address your budget accordingly.

That's all that I have to say about indirect cost. If you have questions at the end, we are here to answer. Thank you.

Seth Edlavitch: Great thank you very much. This is Seth again. I'm going to finish out the presentation and I'm going to talk about administrative costs for program management, monitoring and evaluation.

Strong Start funding will be used primarily for the provision of services rather than for overhead and administrative costs. However, budgets may include administrative cost and some of these costs may include generating reports for quarterly reports, collecting and reporting gestational rates and birth rates for mothers and infants participating in the proposed intervention.

Collecting and reporting gestational age and birthplace for at least two years of baseline data. Collecting and reporting gestational age and birthweight on a comparison population during the intervention period, collecting and reporting on continuous quality improvement activities and other measures that provides quality assurance, and demonstrates excellence in achieving clinical guidelines and nationally accepted standards for pre-natal care.

Again, these are examples of some of the administrative cost that you might choose to include in your application. When we refer to program start up cost, program start up and capacity related activity should be completed within three months of the award. Service delivery of enhanced prenatal cares should be implemented as rapidly as possible. Funding for training programs for clinical staff may be requested but should be intensive and brief.

And all activities should be built into the applicant's work plan and timeline. I know we've mentioned the costs per beneficiary served and we received many questions about that. So I'm going to briefly address that. The Strong Start program must fund enhanced prenatal care service interventions for at least 90,000 women and that equals 30,000 women in each of the three approved delivery approaches. The applicants should propose an aggregate funding request for enhanced prenatal services that covers the cost of the specific proposal in the application.

Applicants should specify the cost of each specific service included in the aggregate funding request and the total amount of this request should be described the total payment for respected beneficiaries served. The total amount should include cost – should include total cost of the enhanced service delivery, administration and data collection and submission. So if you do the math, the \$460 per beneficiary that we've discussed in previous Webinars is based on literature and service delivery experts. We believe that this is a reasonable average per beneficiary amount.

Applicants may propose to per beneficiary costs that are lower or higher. It's to be served as an average and a guide. The application request that the service specific costs we described and we encourage applicants to provide a complete justification, especially if the costs are significantly higher or lower than the average cost cited. And CMS has not specified a maximum or minimum per beneficiary cost, nor has CMS specified the term significant.

The funding opportunity announcement is available on the innovation center Web site. The innovation Web site, is <http://innovations.cms.gov>. The CMMI portion of the presentation today will be posted on that Web site. If you look for the Strong Start section, you should find them. Additional information about the Strong Start program is available on the same Web site. And you can e-mail or inbox if you have any questions at strongstart@cms.hhs.gov.

With that, I will thank all the presenters today for your time and I'm going to open it up to the questions. Erin is going to read some of the questions and we will begin to answer them. I know Jamie and Michelle are still available as well.

Erin Smith: OK. The first question is, “May we include funds for collecting and recording gestational age and birth weight data from state health department?” And Caitlin is going to answer that.

Caitlin Cross-Barnet: This is Caitlin Cross-Barnet and yes, you may. You are allowed to use funds within the FOA for collection of your baseline data.

Erin Smith: And then to follow up on that, there are questions about partnering with our state to collect linked evaluation data, “Should we include that in both our proposal narrative and can we include those funds in our budget?”

Caitlin Cross-Barnet: The funds for linking data were specifically removed from the revised FOA. So although you are allowed to use funds for generating a baseline and collecting patient data, as you go along, you are not allowed to use any funds to actually link the data because CMS' allocated funds to do that independently of this FOA. However, if you've already partnered with your state, you should let us know that so that we know that you know the state is amenable to making those linkages. and that you know We certainly appreciate the ground work that went into that, but you may not put any funds from this FOA into making those links.

Erin Smith: Thank you, Caitlin. OK, and then we also received some questions about a follow-up Webinar on collecting baseline data. I just want to let everybody know that July 25, we'll be having a baseline data educational Webinar that will instruct people on collecting their baseline data and what forms of data and sources of data, they can use in order to collect that baseline so that they will feel that they have the correct information for the application.

And that's going to be on July 25 and we will be sending out more information about a call-in and the time next week.

OK, and then our next question, maybe Jamie and Michelle can help us out with this. The question is, “Can you request less than the negotiated indirect cost rated?”

Michelle Higgins: Yes, you can.

Erin Smith: And then another question on the 424A form is, “Do we only include costs that we are requesting from CMS or should they also be including in-kind costs that are covered by the organization itself?” So is that something you can respond to Michelle that they should be requesting only – on especially 424A should they only be putting down information that they're requesting to this funding opportunity?

Michelle Feagins: Yes, but in a budget narrative, they can describe the in-kind costs.

Erin Smith: OK, thank you. And then there was another question about indirect cost and he asked, “Additional rent for additional space that'll be used to provide the enhanced prenatal care services, is that an indirect cost that can be included in the budget proposal?”

Michelle Feagins: Yes. It best tied to the FOA. I don't believe that's going to be indirect, that's going to be direct cost.

Erin Smith: Thank you, Michelle.

Michelle Feagins: You're welcome.

Seth Edlavitch: All right, here's the next question. “What is the population to be targeted?”

Caitlin Cross-Barnet: The population that we are targeting is mothers who are enrolled and fit to enroll in Medicaid and/or CHIP programs and – or CHIP program and specifically those who are high-risk. So you know to a certain extent, we're really interested in this – you know in the Medicaid population, but within that population, if you're – the women that you're going to be serving are a particular high-risk based on various demographics, or other factors that we know contributes to pre-term birth and low birth weights, you should be identifying that in your application.

Seth Edlavitch: All right, so here's a question for Jamie and or Michelle. “What definition does CMS use for equipment that is reimbursable under the budget section of the application?”

Michelle Feagins: What definition?

Seth Edlavitch: Yes, I guess the question is, “What can be budgeted as reimbursable (e.g., computers or other types of equipment).”

Michelle Feagins: The unit cost, typically, government wide is basically \$5,000 per unit. If it's \$5,000 per unit or higher, it's considered equipment. If it's less than that, it's

considered supply. So unit computer is only – this is only \$2,000. It's considered as a supply, it's not equipment.

Erin Smith: OK, thank you. And the next question is, “Can you please outline the type of expected expenses for year four?” So the answer to that is you can report expenses for the fourth year for data collection and recording for the intervention participants so that for the women that are being treated in the intervention and the intervention instance.

So it's either gestational age or birth weight, or other evaluation and monitoring data for the intervention patients. So then the next question is, does the entire length of the study have to last for four years? Are durations of three is acceptable?

Caitlin Cross-Barnet: The duration of the actual intervention is three years, with an additional year for data preparation, collection you know and follow-up. But the actual program intervention itself is three years. The fourth-year is an additional one with – where you should not be collecting further data on the intervention.

Seth Edlavitch: Great, thank you.

Seth Edlavitch: If a program is already in place, can funds be used to redesign the program?

Erin Smith: The Strong Start program is a test to show outcomes of these three prenatal care approaches. Therefore, any of the applicants need to demonstrate that they're going to show some outcomes in the target population.

So if an applicant is already furnishing these types of services, the applicant needs to demonstrate that they're going to be serving either a different population than they currently serve or they're going to be providing additional services that they don't currently serve. These funds should not be used to just continue to pay more money for services that they're already providing to the same population that they would be proposing to serve.

Caitlin Cross-Barnet: There's more information on supplanting of funds in the clarification document that's online if you want to investigate that issue further, and make

sure that you are actually enhancing your program rather than supplanting what you're already offering.

Seth Edlavitch: Right, and then just as a follow-up you know it should definitely be noted that the funding should be used primarily for the provision of enhanced prenatal care services rather than for overhead and administrative costs. So as we've mentioned, the portion of the awarding funding will be available for start up costs associated with developing the models and for ongoing administrative costs, just as a clarification. Next question?

Erin Smith: OK, so we have a question about outlining what the \$460 should encompass. We mentioned on our last Webinar that the expected average amount per beneficiary served in the Strong Start intervention should be \$460. So this would encompass all the direct and indirect expenses that an applicant is proposing.

That includes furnishing services and also the data collection and reporting back to CMS or a CMS contractor. We expect the \$460 to be sufficient for most applicants and if an applicant's proposed funds that are outside of that, either higher or lower, significantly. We expect people to be justifying their budget estimate in their budget narrative.

Seth Edlavitch: Great the next question relates to the work plan. Please clarify what information you expect in the work plan? The work plan submitted with the application should document reasonable milestones with associated timeframes and identified by name and title of the individual responsible for accomplishing the goals of the project.

Benchmarks and milestones included in the work plan and timeline are project activities such as education and outreach, project enrollment targets, project enrollment start and end date, service delivery, start date, and if adding new or additional services, service implementation date. Next question? Hold on one moment.

Great, next question?

Erin Smith: If an applicant submitted an application prior to the release to the July 3 FOA, the amended FOA that was released on July 3, do they need to resubmit their application?

Michelle Feagins: Yes, they do.

Erin Smith: Thank you.

Seth Edlavitch: And I believe the question, somebody asked, "In grants.gov, what is the maximum file size?" It's 13 MB. And all documents have to be submitted in PDF format. We have gotten some questions in the inbox about margins and font size and those are all listed on page 34 of the FOA under form of the application submission.

Erin Smith: And so we have another question that's similar to supplementing and supplanting that it asks, "Can a similar, existing unfunded program be enhanced through Strong Start funds?" So Strong Start funding cannot be used to supplement or supplant other funds whether they be federal or others.

Any organization that currently has funds that are used to serve the same population that will be served through a Strong Start intervention, cannot use Strong Start funds to pay for the same services that they already provide to their proposed intervention population.

The Strong Start funding cannot be used to substitute other funds or to supplement, meaning that they can't be adding additional funds to current payments.

Seth Edlavitch: Thank you. Here's another question for Jamie and Michelle. Somebody wanted a clarification, we have a sample budget in the FOA and that includes a line for administration, should the F&A be included in that or separate? And I don't know what F&A is referring to.

Jamie Atwood: Facilities and administration. It's another way of saying indirect costs.

Seth Edlavitch: So should that be included in that line or separate?

Jamie Atwood: It should be included under indirect costs, unless for some reasons, the applicant does not have an approved indirect cost rate. Then they might have to reflect some of those costs under direct costs. But for the most part, if you have an indirect cost rate approved, you should be putting it under the indirect cost section, for facilities and administrative costs, it should be under indirect costs.

Seth Edlavitch: Great. Thank you very much.

Erin Smith: Does the funding need to be the same for all three years? Or if we expect to have a greater capacity in year two and three, what should our budget show that greater capacity? And the answer would be yes. Your budget should be broken out based on what the number of women you expect to be serving in each of the three years.

Seth Edlavitch: Great and Jamie and Michelle, is there a document or a Web site that we should refer folks to if they have specific questions about what costs are allowable? It might have already been listed in our Webinar, but I just wanted to see if there is a Web site we can send folks to?

Jamie Atwood: In the FOA - look in section 6— and possibly section 4 or 5, we list the cost principles. And so there are various types of recipients that can get funding under this program. It's not just state. You guys have all different entities listed so we need to look at the type of cost principles that relate to you. And those are the only cost principles in they are cited in the FOA. So if you just put them in Google or anything on the Internet, it'll pull up those costs principles, and you can review and see what costs are typically allowable for your type of entity.

Seth Edlavitch: Great thank you. We're going to take, I think one more question. And the question is, is it required to serve 500 women per year? And I think Caitlin is excited to answer the question.

Caitlin Cross-Barnet: You need to serve an average of 500 women per year because there needs to be 100 – you know 1,500 women served altogether. But if you look at the FOA, it does allow for a lower number of women that's for the startup year. It's you know it's because we've realized that some people are just starting

their programs in response to this FOA. So for the first year, there's a minimum of 250 for the – for that first year, but there – you need to be have 1,500 overall.

Seth Edlavitch: Over the three-year period.

Caitlin Cross-Barnet: Over the three years.

Seth Edlavitch: Right. Great. Well, I want to thank everybody for participating in this Webinar. I think there has been a lot of useful information. The CMMI slides will be posted on the innovation center Web site with – they're probably already there actually. And if you have questions about how to submit the application or where things go in the grants.gov application, please go to the grants.gov Web site. And if you have questions that were not answered today for the program team, please send an e-mail to the Strong Start inbox.

Again, thank you all very much for your time.

Operator: This concludes today's conference call. You may now disconnect.

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