




**NEW JERSEY
DEPARTMENT
OF
HEALTH
AND
SENIOR SERVICES**

Access to Prenatal Care, Preconception and
Interconception Care
Request for Application (RFA)
Technical Assistance Meeting
July 8, 2009

Housekeeping

- Sign-in
- Facilities



■ Division of Family Health Services	Assistant Commissioner Celeste Andriot Wood
■ Maternal, Child and Community Health	Director Linda Jones-Hicks, DO
■ Reproductive and Perinatal Health Services	Program Manager Sandra Schwarz

Agenda

- Welcome and Introductions
- Purpose of Meeting
- Purpose of the RFA
- General Grant Requirements
- RFP Highlights
- Reminders
- Questions and Answers

Purpose of Meeting

- To provide Technical Assistance (TA) on the SFY 2010 Request for Application for Access to Prenatal Care, Preconception and Interconception Care .
 - TA will be limited to the information exchanged during today's meeting.
 - Department staff are not permitted to provide technical assistance on the RFA following today's session.

Purpose of the RFA

- To improve and provide quality access to prenatal care, preconception and interconception care as a means to decrease infant mortality rates
- To implement recommendations contained in the Commissioner's Prenatal Care Task Force Report issued in July 2008

General Grant Compliance Requirements

- 1. Political Activity**
 - Grant funds may not be used for partisan political activity
- 2. Civil Rights**
 - No person shall, on grounds of race, color, national origin, age, or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded in whole or in part with grant funds.

3. Americans with Disabilities Act

- No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity."

4. Debarment and Suspension

- Certification - Debarment and Suspension, Schedule G

5. Lobbying

- Certification – Lobbying, Schedule H

6. Terms and Conditions for Administration of Grants

- Administrative and Financial Requirements (Dated March 2006)

7. Local/State Fire Safety Codes

- Comply with fire and safety codes.

8. Pro-Children Act of 1994 – Environmental Tobacco Smoke

- Certification - Environmental Tobacco Smoke, Schedule K

Terms & Conditions

- Important that applicants are aware of the Terms & Conditions for the grant.
 - Indemnification
 - Record Retention Requirements
 - Grant files - 3 years
 - Audit Requirements
 - Assignability
 - Subgrants must be approved by DHSS

Terms & Conditions

Allowable Cost & Applicable Cost Principles

- The DHSS grantees must follow Federal cost principles in administering their grants.
- The cost principles are published as OMB Circulars at <http://www.whitehouse.gov/omb/circulars>
- Applicable Cost Principles depend on the type of organization receiving grant funds.
 - OMB Circular A-21 for use by educational institutions
 - OMB Circular A-87 for use by state & local governments
 - OMB Circular A-122 for use by non-profit organizations
- Cost Principles for hospitals can be found at: http://www.access.gpo.gov/nara/cfr/waisidx_99/45cfrv1_99.html

Funding

- Total funding up to \$3 million per year contingent on the availability of funds
- Anticipate funding 4-7 awards ranging from \$350,000-750,000 annually
- Population size and geographic distribution will be considered in determining award levels
- 3 year project period; initial award January 1-December 31, 2010
- Successful grantees will be eligible for multi-year renewal grant
- The DHSS reserves the right to discontinue any grant funding for failure to meet program requirements and/or timelines.

Award Amounts

Population size and geographic distribution will be considered in determining award levels

Matching Funds

- There is no minimum matching funds requirement.
- The degree of agency commitment to the project, as evidenced by the contribution of organizational resources will be taken into consideration when awarding the funding.

Allowable Cost Categories

- Personnel
- Facility costs
- Purchase of equipment
- Other equipment to support the unit operation specifically identified with adequate justification
- Supplies (programmatic and operational)
- Consultant
- Travel
- Other

Other Areas for Funding Support

Will be considered if Applicant:

- Provides adequate justification; and
- Demonstrates direct relationship between the requested use of funds and meeting the goal and purpose of the grant.

Non-Allowable Cost Categories

- Grant funds under this announcement may not be used to support:
 - Construction costs
 - Facility purchases
 - Vans/Cars purchases

Application Process

- Application must be submitted by an authorized representative of an eligible applicant.
- Grant application forms and instructions can be found at www.nj.gov/health/grants/forms.shtml
- Use the "Grant Application Package – General" including forms FS-40A, FS-40B and FS-40C.

Statement of Local Health Officer

- Page 2 of 6 of the grant application package @:
www.nj.gov/health/grants/forms.shtml
- In the absence of a completed form, submit documentation (letter) that the form was sent to GPHP or LHO
- If not available at time of application submission deadline, submit when received

Narrative Section

- Use plain bond paper
- Do not exceed 40 pages, which does not include any attachments or appendices.
- Use 1 inch margins, Times Roman 12 pt font, and double spacing.
- The narrative must address all sections of the RFA.
- Replaces Page 3 and 4 of 6 in the Grant Application

Eligible Applicants

- New Jersey based public or private non-profit agencies/organizations that can provide or contract for services.
 - Maternal and Child Health Consortium
 - County and/or Municipal Health Department
 - Ambulatory Care Facility
 - Healthy Mothers, Healthy Babies Coalition
 - Other facilities that provide MCH services and meet the requirements

Eligible Applicants

- Must have an established partnership (collaborative, coordinated) with community based MCH providers/agencies with proven capabilities in implementing activities and interventions within a targeted community
- Focus on reproductive age women and their partners

Sections of RFA

- Background/Organizational Capacity
- Needs Assessment
- Project Plan for Service Delivery
- Budget and Justification

Background/Organizational Capacity

- Describe the experience of the applicant organization in providing quality coordination of resources and community services.
- Describe the major linkages with community (public and private) organizations (e.g., other health care programs, human service agencies, health professional education programs, integrated service networks, school systems, housing programs).

Needs Assessment

Targeting high risk communities for improvement in perinatal indicators **including access to prenatal care, preconception and interconception care.**

High risk communities will include those identified using the Population Perinatal Risk Index for New Jersey infant mortality rates and other measures available at:

http://nj.gov/health/fhs/documents/task_force_report.pdf

Priority will be given to applicants targeting the communities listed in the RFA.

Program Objectives

- Improve access to early entry into prenatal care that coincides with the National Healthy People 2010 goal.
- Decrease the percent of low birth weight births (<2,500 grams) in New Jersey (Baseline 8.1, 2003).

Program Plan

- Describe how the proposed project is appropriate and responsive to the identified issues related to access to prenatal care.
- Describe the extent to which project activities are coordinated and integrated with the activities of other federally funded, State and local health service delivery projects and programs serving the same population(s).
- Describe, in cases where the site is already operational, how grant funds will augment/supplement existing services, resources and providers to expand accessibility and availability of primary health care services to underserved populations.

Work Plan

New Jersey Perinatal Health Improvement Work Plan 2010

Goal	Objective	Activity	Timeline	Evaluation

Budget

- Grant forms FS 40A, 40B and 40C
- Allocate funds according to the following line item budget categories:
 - Personnel (salary and fringe)
 - Consultants
 - Equipment/supplies
 - Travel
 - Subcontracts
 - Other

Budget Justification

- The budget should be developed based on the estimated funding needs to accomplish the proposed project. Health Service Grant Application Schedule A, B, and C must be completed.
- Identify the number of full time equivalents regardless of funding source that will be providing services or oversight for the program.
- **The budget should be accompanied by a complete and comprehensive budget justification that provides an explanation for each budget line item;**
- **The budget should be reasonable and appropriate based on the scope of the services to be provided.**

Review Process

- Initial Screen
 - Application received by the deadline:
 - Compliance with RFA requirements
- Review Team
 - Score the applications based on the identified RFA criteria.
- DHSS
 - Rank applications based on the individual team member scoring.
 - An application must receive a minimum score of 70 points to be eligible for funding.

Review Criteria (Points)

- Scoring is based on how well the Application responds to the RFA Criteria.
 - Background/Organizational Capacity (20 points)
 - Needs Assessment (10 points)
 - Project Plan for Service Delivery (50 points)
 - Budget and Justification (20 points)

DHSS Approval Process

- Review Team Negotiation Meetings
 - After applications have been scored and ranked by the review committee, DHSS/FHS staff will review the budget request.
 - The DHSS/FHS may negotiate specific line items that it determines to be inappropriate, excessive or contrary to the DHSS/FHS grant policy.
- DHSS Grant Award
 - Attachment C of the Grant

Submission of Application

- The application must be received by the Division of Family Health Services, no later than 4:00 P.M. August 12, 2009.
- Application Package must be complete and include a signed original application and five (5) copies.
- No extensions will be granted.
- Late submissions will not be accepted.

Grant Appeal Process A-1.3 Terms & Conditions

Informal Procedures

- Resolution of issues related to determinations made by DHSS; and
- Must be exhausted prior to submitting a formal request

Grant Appeal Board

- Reviews and decides disputes arising from the application, negotiations, award, operations, and other post award activities taken by DHSS or its granting agencies

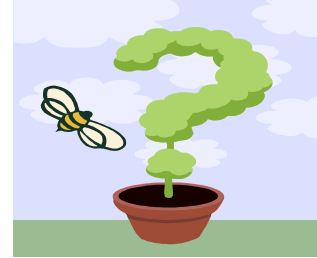
Proposals must be delivered by courier or via overnight mail to:

NJ Department of Health & Senior Services
Division of Family Health Services
Attention: Sandra M. Schwarz
Capital Center, 6th Floor
50 East State Street
Trenton, NJ 08625-0364
(609) 292-5616

Review of Time Line

Grant application submission	August 12, 2009
Review Process	August 17, 2009 – September 15, 2009
Notice of Grant Approval	October 1, 2009
Grant Project & Budget Periods	January 1, 2010 – December 31, 2011.

Questions



Thank You

- We hope you found this TA helpful in making informed decisions about the RFA.
- The PowerPoint & Questions/Answers from today will be posted at <http://nj.gov/health/fhs> by mid-July.
- We are looking forward to receiving your applications.

Reminder

Please do not engage DHSS staff in discussion or with questions following today's session.