FY 2018 Maternal, Infant and Early Childhood Home Visiting (MIECHV) Program – Formula

Notice of Funding Opportunity HRSA-18-091
Activity Code: X10

Division of Home Visiting and Early Childhood Systems
Maternal and Child Health Bureau
Health Resources and Services Administration

May 9, 2018
Introductions

**Division of Home Visiting and Early Childhood Systems (DHVECS)**
Meseret Bezuneh, Implementation Branch Chief
Sabrina Chapple, Team Lead for Regions III, VII, VIII
Xuan Le, Policy Analyst
Susan Marsiglia Gray, Team Lead for Regions I, IX, X
Marilyn Stephenson, Team Lead for Regions II, IV, V, VI

**Division of Grants Management Operations (DGMO)**
Janene P. Dyson, Grants Management Specialist
Tya Renwick, Grants Management Specialist
Technical Logistics

- Phone lines will be muted during the presentation.
- After the presentation, phone lines will be open for questions.
- Recorded webinars will be sent via the recipient listserv and will be accessible on the MIECHV website.
Agenda

• Message from Leadership
• FY 18 Formula Grants – Overview and Key Dates
• Program Activities and Expectations
  o Changes and Clarifications
• Application Guidance
• Application Review and Award Information
• Budget
• Application Submission Process
• Key Contacts
• Questions and Answers
A Message from Leadership

- Five-year appropriations with passage of the Bipartisan Budget Act
- $362.2 million available to 56 eligible entities
- Continue funding stability
- Includes supplement funds for statewide needs assessment update with any remaining funds for CQI
FY 2018 Formula Grants: Overview

- Funding: Approximately $351 million and $11.2 million in supplement funding
- Anticipated: 56 awards
- Eligible applicants: FY 2017 MIECHV recipients (awardees)
- Grant award ceilings for recipient request: based on FY 2017 formula grant award ceiling amounts.
- Project period: September 30, 2018 – September 30, 2020 (2 years)
- Due Date: June 29, 2018 at 11:59 p.m. Eastern Time
Program Activities and Expectations

- Priority for serving high-risk populations
- Selection of a home visiting service delivery model
- Fidelity to a home visiting service delivery model
- Model enhancements
- Enrollment
- Collaboration with early childhood partners and early childhood system coordination
- High quality supervision
- State-led evaluation – Promising Approaches
- State-led evaluation – Evaluation of other recipient activities
- Subrecipient monitoring
- Continuous Quality Improvement (CQI) Plan
- Performance Measurement Plan
- Limit of funds to support direct medical, dental, mental health, or legal services
- Limit on use of funds for recipient-level infrastructure expenditures
- Pay for Outcomes*
- Maintenance of effort/non-supplantation
- Statewide Needs Assessment Update*

*New for FY 2018.
Program Activities and Expectations

Statewide Needs Assessment Update

- Updates are due to HRSA by October 1, 2020
- $200,000 supplement for each recipient in FY 2018 award
- Appendix C of the NOFO addresses the needs assessment update
- Email paperwork@hrsa.gov to submit public comments
- Do NOT begin activities for a needs assessment update until release of a final SIR guidance, no earlier than January 2019
- Awardees will have from early 2019 to October 1, 2020 to complete the needs assessment update
Coordinated NOFO and Needs Assessment Roll-Out

- Below are resources, documents, and activities to be rolled-out from the end of April to early June 2018.
- All awardees should begin needs assessment activities only after release of final SIR, no earlier than January 2019.
- Needs assessment update submissions are due to HRSA by October 1, 2020.

<table>
<thead>
<tr>
<th>NOFO</th>
<th>Needs Assessment Update</th>
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<tbody>
<tr>
<td>HRSA-18-091 NOFO Guidance 4/27/18</td>
<td>60-Day FRN w/ instructions to request DRAFT SIR (includes Word document and Needs Assessment Data Summary Excel template)</td>
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<tr>
<td>Email from EHB with $ 5/1/18</td>
<td>PREVIEW of State Needs Assessment Data Summary for identifying at-risk counties (preliminary data by state; this will be updated at time of final SIR release)</td>
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<tr>
<td>NOFO TA webinar 5/9/18 (recorded)</td>
<td>TA webinar on DRAFT SIR for states and nonprofits 6/7/18</td>
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<tr>
<td>NOFO Q&amp;A Office Hours 5/22/18</td>
<td>Territory guidance forthcoming</td>
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<tr>
<td>NOFO FAQs (shared after NOFO webinar)</td>
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<tr>
<td>NOFO Tables TA resource (optional use; emailed after webinar)</td>
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## Recap of Key Dates

*May be subject to change.*

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Activity</th>
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<tbody>
<tr>
<td>December 2017</td>
<td>Two Listening Sessions with Awardees</td>
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<tr>
<td>April 2018</td>
<td>60-Day FRN Posted for DRAFT Supplemental Info Request</td>
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<tr>
<td>April 2018</td>
<td>FY 2018 NOFO Released with instructions to budget up to $200K for Needs Assessment Update</td>
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<tr>
<td>June 2018</td>
<td>FY 2018 NOFO Application Due</td>
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<td>Summer 2018</td>
<td>Engage territory awardees to inform development of territory guidance to complete a needs assessment update</td>
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<tr>
<td>January 2019</td>
<td>Anticipated SIR Guidance Release</td>
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<tr>
<td>October 1, 2020</td>
<td>Completed Needs Assessment Updates Due</td>
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</tbody>
</table>
Program Activities and Expectations

Pay for Outcomes (PFO) Initiative

- PFO initiative shall include:
  - A feasibility study
  - A rigorous, third-party evaluation
  - An annual, publicly available report on progress
  - Outcome payments
- Up to 25 percent of the grant for outcomes or success payments related to PFO
- FY 2018 formula funds should not be budgeted for a pay for outcomes initiative given the need to demonstrate adherence to statutory requirements for such an initiative
- Submit a letter of intent 60 days after NOA issued
Program Activities and Expectations

Collaboration with Early Childhood Partners and Early Childhood System Coordination

• Memorandum of understanding (MOU) or letter of agreement
  - New or updated must be submitted within 180 days of NoA
  - Previously approved and not time-limited—no resubmission
  - NOT required to be legally binding
Program Activities and Expectations

Subrecipient Monitoring

- Monitor subrecipient performance for compliance with federal requirement and performance expectations
- Subrecipient monitoring plans guidance is clarified in NOFO
- Allot sufficient time for review of subrecipient monitoring plans to ensure compliance with applicable federal requirements

Where can I find more information about subrecipient monitoring?

45 CFR §75.351
45 CFR §75.352
45 CFR §75.521

Clarified in FY2018
Program Activities and Expectations

Maintenance of Effort/Non-Supplantation

- Non-federal funds are **state general funds** expended **only** by the recipient entity administering the MIECHV grant **not by** other state agencies
- Maintain non-federal funding (state general funds) at same or greater level
- Baseline for maintenance of effort is most recently completed state FY
- Report in Attachment 5

**How might this clarified definition change my state FY non-federal funds in this application?**
Funding Restrictions

- Limit ("Cap") on Use of Funds for Administrative Expenditures
- Limit on Use of Funds for Conducting and Evaluating a Promising Approach
- Program Income
Funding Restrictions

Limit ("Cap") on Use of Funds for Administrative Expenditures

- 10% cap on administrative expenditures
- Costs of administering the grant incurred by the recipient
- Administrative cap does not “flow down” to subrecipients
- Not a cap on the negotiated indirect cost rate
- Describe proposed administrative expenditures and provide estimated percentage (no more than 10%) in Budget Narrative

Do administrative expenditures count toward the 25% limit on recipient-level infrastructure expenditures?

Do any budgeted costs in the $200K supplement funds count towards the 10% administrative cap?
Funding Restrictions

Period of Availability

- 9/30/18 – 9/30/20
- Budget across the full period of availability (2-year budget)
- Flexibility on rate of expenditure
- Demonstrate HV services will be available across the project period
- Can budget $0 in Year 1 if FY 2017 formula funds will support services

Must I budget funds in year 1 of the project period?

How should I budget $200k supplement funds across the project period?
Clarifications

Period of Availability Spreadsheet: Attachment 10

- Budget across the full period of availability
- Proposed FY 2018 formula grant budget by object class category (personnel, fringe, travel, etc.)
- **BY** year in the 2-year project period/period of availability
  - Year 1 - 9/30/18 to 9/30/19
  - Year 2 - 9/30/19 to 9/30/20
- Show how much FY 2017 MIECHV formula grant will be spent in Year 1 (9/30/18 to 9/30/19)
- Optional NOFO TA Tables resource available

*Should the $200K supplement be included in the POA spreadsheet?*
Funding Restrictions

Program Income

- Program income generated must be reported on the Federal Financial Report (FFR) including program income generated by LIAs.
- All program income must be used for approved project-related activities.
- Post-award requirements for program income can be found at: 45 CFR § 75.307
What is the MIECHV CASELOAD OF FAMILY SLOTS?

Highest number of families (or households) that could potentially be enrolled at any given time if the program were operating with a full complement of hired and trained home visitors

- Maximum Service Capacity from Form 4
- NOT a cumulative count of enrolled families
- One point in time
- All members of one family or household = single caseload slot
What is a MIECHV FAMILY?

Definition for the caseload of MIECHV family slots was CLARIFIED by:

- Providing two options for identifying a MIECHV family:
  - Home Visitor Personnel Cost Method (HRSA-preferred)
  - Enrollment Slot Method (temporary option)
- Requiring awardees to identify a MIECHV family at enrollment
- Requiring awardees to track MIECHV families for data collection purposes through tenure of program participation
Clarifications

*Home Visitor Cost Personnel Method (HRSA-preferred)*

Under the Home Visitor Cost Personnel Method, MIECHV families are...

- Designated as a MIECHV family at enrollment based on the designation of the home visitor
- Served by home visitors for whom at least 25 percent of his/her personnel costs are paid for with MIECHV funding

*This is the HRSA-preferred method.*
Clarifications

*Enrollment Slot Method (temporary option)*

Under the Enrollment Slot Method,

MIECHV Families are...

- Designated based on the slot they are assigned to at enrollment in accordance with the terms of the contractual agreement between the MIECHV state recipient and the LIA
- Served by a home visitor regardless of the percentage the slot is funded by MIECHV
- Temporary option available until at least the end of the FY 2018 project period.
- Submit justification as Attachment 13.
Propose a caseload of family slots for each federal fiscal year within the FY 2018 project period *(defined for the purposes of proposing a caseload as FY 2019 and FY 2020)*:

- Year 1 defined as FY 2019 from 10/1/2018 to 9/30/2019
- Year 2 defined as FY 2020 from 10/1/2019 to 9/30/2020

Maintaining active enrollment of at least 85 percent of maximum service capacity is a **target**, not a requirement.

- Used for monitoring and grants oversight
- Informs technical assistance
Clarifications

Percentage of Total Budgeted Expenditures to Support the Caseload of Family Slots: Attachment 11

To facilitate federal review of the proposed caseload:

• What is % of budgeted expenditures for the proposed caseload of family slots that is supported by MIECHV?

• For EACH year 1 (FY 2019) and year 2 (FY 2020) provide:
  - Total estimated budgeted expenditures ($ dollar figure) to support proposed caseload of family slots
  - % supported by MIECHV (may include multiple awards)
  - % supported by Non-MIECHV funding sources
Application Guidance

• 80-page limit
• Only one electronic submission per eligible entity
• A complete submission must include:
  • Completed Standard OMB forms
  • Project Abstract
  • Project Narrative
  • Budget
  • Budget Narrative
  • Program Specific Forms
  • Attachments
Application Guidance

Project Narrative

- Introduction
- Needs Assessment
- Methodology
- Workplan
- Resolution of Challenges
- Evaluation and Technical Support Capacity
- Organizational Information
- Past Performance and Administration of Home Visiting Program
## Application Guidance

### Attachments

<table>
<thead>
<tr>
<th>Attachment Number and Type</th>
<th>Required</th>
<th>As Applicable*</th>
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<tbody>
<tr>
<td>Attachment 1: Work Plan Timeline</td>
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<tr>
<td>Attachment 2: At-Risk Communities</td>
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<tr>
<td>Attachment 3: Caseload of Family Slots</td>
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<td>Attachment 4: Local Implementing Agencies</td>
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<td>Attachment 5: Maintenance of Effort Chart</td>
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<td>Attachment 6: Applicant Staffing Plan</td>
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<td>Attachment 7: Organizational Chart</td>
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<td>Attachment 8: Documentation of NEW Proposed Contracts</td>
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## Application Guidance

### Attachments (cont.)

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<tr>
<td>Attachment 9: Model Developer Documentation</td>
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<tr>
<td>Attachment 10: Period of Availability Spreadsheet</td>
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<tr>
<td>Attachment 11: Percentage of Total Budgeted Expenditures to Support the Caseload of Family Slots</td>
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<tr>
<td>Attachment 12: Debarment, Suspension, Ineligibility, and Voluntary Exclusion –Explanation of Inability to Certify</td>
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<tr>
<td>Attachment 13: Justification to use the Enrollment Slot Method</td>
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Application Guidance

**Reporting Requirements**

- **Financial Reports:**
  - Federal Funding Accountability and Transparency Act (FFATA) Reporting – timely FFATA is required by the recipient of federal grant funds to the FFATA Sub-award Reporting System.

- **Status Reports:**
  - MCHB Administrative Forms (*New DGIS System)
  - Demographic, Service Utilization, and Select Clinical Indicators; Performance Indicators and Systems Outcomes Measures
  - Quarterly Performance Reporting; and
  - Project Period End Performance Reporting.
Application Review and Award Information

- **Review Criteria**
  - Application review for formula funding is conducted internally
  - Competitive objective review not required

- **Review and Selection Process**
  - Application review by program staff and grants management
  - Funding depends on approved, agreed upon plan, including the proposed caseload of slots

- **Funding depends on:**
  - Applicant eligibility
  - Compliance with public policy requirements
  - Review of past performance
  - Cost analysis of the project/program budget
  - Assessment of management systems

*Award Notices – sent on or before September 30, 2018*
Budget

SF-424A Form

FY 2018 Budget – SF-424A Form

• Applicants must provide a budget that describes the expenditure of grant funds at all points during the period of availability.

• Section A of SF-424A form: Only use Row 1, Column E to provide the proposed budget amount for FY 2018.

• Section B of SF-424A form: Only use Column 1 to provide the object class category breakdown for the entire period of availability of FY 2018 funds.
FY 2018 – Budget Narrative

• Line item information must be provided to explain the costs entered in the SF-424A. The budget justification must be concise.

• Recipients must submit a budget justification for the entire period of availability from September 30, 2018 until September 30, 2020 (2 years).

• Recipients should not use the justification to expand the proposed project narrative.
Budget

Budget Narrative - 200K Supplement Funds

• Supplement budget narrative should be incorporated in **overall budget narrative**
• No more than $200,000 can be proposed for an update
• Remaining supplement funds must be allocated towards CQI activities outlined in a HRSA-approved plan.
Budget

Key Requirements

FY 2018 Budget – Key Requirements

Documentation to support all grant expenditures must be maintained.

Personnel

• Salaries must be based on actual and not budgeted labor.
• Salaries and other expenditures charged to the grant must be for services that occurred during the period of availability.

Promotional Items

• Promotional items and other expenditures, which do not support the home visiting initiative, program outreach, and other MIECHV program activities, are unallowable.
  ➢ Promotional items and memorabilia (e.g., pencils, cups, t-shirts, cookbooks, bags, etc.), gifts, and souvenirs designed to promote the recipient’s organization are unallowable as advertising/public relations costs.
FY 2018 Budget – Key Requirements (cont.)

Financial Management Systems

You must have an established procurement system with fully developed written procedures for awarding and monitoring all contracts in place.

Your fiscal systems must be able to:

- Separate the MIECHV grant funds by the period of availability
- Track funds to a level of expenditure adequate to establish that grant funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award
- Permit the preparation of reports required by the grant terms and conditions
You must comply with the reporting requirements outlined on the Notice of Award. Some reporting requirements include the submission of:

- Federal Financial Report (FFR)
- Federal Cash Transaction Report (FCTR)
- Federal Funding Accountability and Transparency Act (FFATA) Report

Record Retention

In accordance with the federal record retention policy, the recipient and subrecipients must maintain all documentation for a minimum of three (3) years after the submission and acceptance of the final Federal Financial Report (FFR).
Application Submission Process

Grants.gov Submission Information

Applicant Requirements

- Dun and Bradstreet Universal Number System (DUNS) number
- System for Award Management (SAM) registration
- Active Grants.gov registration and Authorized Organization Representative (AOR) approval

Applications must be submitted electronically through Grants.gov

You must use the SF-424 application package associated with this NOFO following the directions provided at https://www.grants.gov/web/grants/applicants/workspace-overview.html.

IMPORTANT: To download a PDF of HRSA-18-091 NOFO guidance, you must log into the Grants.gov Workspace.

Use the Grants.gov Workspace to complete the workspace forms and submit your application workspace package.
Application Submission Process

Grants.gov Submission Information (Cont.)

Workspace features:

- Multiple users can concurrently complete the application forms
- Reuse/Copy existing Workspace forms
- Upfront validation allows applicants to correct application errors prior to submission, which minimized the rejection rate
- Seamless integration between online webforms and offline PDF forms
- Collaborate with Users External to Your Organization
- Any changes to the Opportunity Package are immediately reflected in Workspace

New for FY 2018
Need Help?

Your HRSA Contacts

• Grants.gov Submission/Technical Issues:
  Grants.gov Contact Center
  (800) 518-4726
  (International Callers, please dial 606-545-5035)
  E-mail: support@grants.gov

• Business and Fiscal Issues: Grants Management Specialists
  • Tya Renwick
  • Janene Dyson

• Programmatic Issues and Technical Assistance:
  • Contact your HRSA Project Officer
Questions & Answers
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