

NWX-HHS HRSA HSB

**Moderator: Rita Maldonado
September 4, 2013
1:00 pm CT**

Coordinator: Welcome and thank you for standing by. At this time, all lines will be open and interactive for the duration of today's conference. To avoid background noise, please utilize your mute function, otherwise you may press star 6 to mute or unmute your line.

This call is being recorded. If you have any objections, you may disconnect at this time.

And I would now like to turn the call over to Rita Maldonado, and you may begin.

Rita Maldonado: Thank you very much. So again, good afternoon and welcome to all of you. This is the Technical Assistance Conference Call for the public education efforts to Increase Solid Organ Donation Grant program.

Again, my name is Rita Maldonado and I work with the Department of Health and Human Services, Health Resources and Services Administration, Division of Transplantation. And I am what we call the Project Officer or I'm the Primary Coordinator for this grant program.

And as you heard, (Ernsley Charles) is also joining us today. And she is the Grants Management Specialist with HRSA who works on this grant program and we work closely together. So you'll hear from her a little bit later in the call today.

This call is intended for people who are interested in applying for this grant program. And it's either your first time applying and you're new to our program, or it could be that you applied for and are interested in hearing the changes in this year's announcement from previous years. So I will be pointing out those things that have changed since previous years.

And so what I would like to go ahead and ask you to do is that you open up your funding opportunity announcement, and we will refer to this throughout the call today as the FOA. And it really is your guide for applying to this grant program, so I will be walking you through the FOA throughout our call today pointing out different things that are important. And I'll indicate the page numbers so that we can all be on the same page together.

And along with that, one of the very first changes that I want to point out to you today is in previous years, we only had one document that was called the Funding Opportunity Announcement that you needed to refer to if you were applying for our grant program.

HRSA has made a change throughout the agency and has produced a separate document which is called the FF424 R&R Application Guide. And if you are on your computer if you could go to the second page of the FOA under the Executive Summary, and the last link on that page in the paragraph will lead you to the Application Guide. And I would ask that you open that up in

another window on your computer and we'll be referring to both documents throughout our call today.

To sort of keep it clear, I will be going through the Funding Opportunity Announcement, the specific one to our grant program, and then we will move from that to the Application Guide to that we're all following along together.

Essentially, the Application Guide is a HRSA-wide requirement and applies to any HRSA grant program that uses the FF4R&R that's research and related. And so you would want to refer to that for the basic requirements and to the program specific FOA if you're applying to this grant program.

So with that, we'll turn back to the FOA and we'll begin right on the cover. So I want to make sure that you're looking at the right one. It does, in the grey box, list the title; it's the Public Education Efforts to Increase Solid Organ Donation. The announcement number is HRSA-14-013, and it is for Fiscal Year 2014.

The application due date, big in bold right there, is December 3rd 2013, and I want to just stress that due date. It has changed from 8:00 pm to midnight now, but I wouldn't even worry about that; put that out of your mind. I would try to get this in at least three days early. That way if you have any problems trying to get it in, you have some time and leeway to work that out.

No applications will be accepted after that date. There are rare exceptions that are granted, and in general that has to do with some sort of natural disaster. And then you still would have to prove that you were out of power or something like that that didn't allow you to submit, so just plan on getting this in early.

One of the things that will not grant you an extension is that, you know, too many people were trying to apply on Grants.gov on that same day. That's the kind of thing that you will get a response saying that should have done it early.

So we will discuss a little bit later about the verification process and how to know if your application was accepted and submitted successfully.

So at the bottom of that cover page is my contact information. And please know that I am open to any questions and am available. That is one of my jobs so it certainly is important to me to be responsive and answer any questions you have throughout the process, so please do come to me with any questions that you might have.

At the very bottom you can see the legislative authority that allows for this grant program, and of course you're always welcome to look at that.

To turning to the Executive Summary, at the very top you'll see the purpose of this grant program and it is to promote broader implementation of interventions that work to increase public commitment to solid organ donations. So really, we want to implement programs that will increase organ donations. I'm sure most of you on the phone all ready know it is so important to do.

We've gone through several of the things here. The available funding is expected to be \$1 million, of course that's always subject to change. And with that amount of money, we expect to fund three to five grants. That would be an average range of about \$200,000 to \$300,000 per year for each of those grants.

And we'll talk a little bit more about the funding later on, but just know that this is range and not a capital or a minimum. So whatever amount you think you need and can justify that you need to run your program, that is the amount you should apply for. And just be very, very clear in your application why you need the amount you're asking for.

It's a two-year grant program, and the projected start date is September 1, 2014.

And eligibility is public or non-profit, private entities although there is a section later on about eligibility. And please be sure that your organization is eligible to apply.

I all ready mentioned the R&R Application Guide, so please be sure you take a look at that as well.

All right, so we'll skip over the Table of Contents and on to Page 1. So I mentioned the purpose all ready, and specifically, it really is about implementing new programs; not about so much being innovative. And if you're interested in trying something completely new, then I would look at the social behavioral interventions.

And I won't talk too much about that program here today because it can get a little confusing; I don't want to confuse all of you on this phone. But you can contact me if you have questions about that one and we can certainly discuss. Or if you aren't which one to apply too, you can also contact me and we can figure that out together.

All right, so we certainly have two different sorts of objectives here this year that you can apply for. The first one is to increase the number of registered

organ donors. So of course, that is dependent on state by state, who can register as an organ donor as far as age goes. But generally it is somebody who is 18 or over or somewhere in that range, and that is the number of people who are actually registering; either through their DMV or an online registry.

The second one is increasing the knowledge of parents or older minors - that would be teenagers - about the need for organ donation among that group. So this is new this year and so I just want to point that out. And if you are interested in applying for that and have some questions about what that might look like, what sort of measures that would entail, again, that is something we can have a discussion about. It's new and sort of open, so it might be something that you can have a little more leeway as far as that goes so that's always nice.

Now regardless of which of those two objectives you think you'll be applying for, there are two categories you can apply for in this program. So Category 1 is replicating a project that has all ready shown to be successful, and that means that that intervention was conducted and research was conducted around that evaluation - around that intervention to show that it was successful at increasing rates of organ donation.

So that really is a string replication. You're doing the same activities and all of that that was done in the original. It does need to be, however, in a different geographic location.

Now Category 2 is a specific approach, and that is combining media with grassroots intervention. And that is because research has all ready shown that that is an effective way to get at a behavior change.

So if you're applying for under Category 2, you're asked to really show what you're doing at the community level and what you're doing at the media level and how those two interact and how it is that you expect that to make some change in either of the two objectives that you chose.

Now we understand that the definition of media can be a little nuance, especially in today's new media age. So what we ask is if you're doing Category 2 that you really tell us specifically what you're considering media, and to me that's one way messaging. And what you're considering community level, and that to me is two-way messaging.

So it might be somebody standing at a booth somewhere or it might be some sort of social media interactive kind of way of reaching people. So again, there's some flexibility there. But what is important in any of our applications is that you're clear in what you are proposing and really explain it to us and to the reviewers what you want to do.

So the - we're on Page 2. And here we really explain what we mean by replication. And when you do that, when you're replicating a project, it really means you're taking step-by-step exactly what they did. And so you need to explain what the original project was and how your project is following that original project.

If you find as you're working out your application that you do need to make some changes, all you need to do is state what that change is and then say why. So just really justify why you're making any changes.

And for either of the two categories, just be clear that evaluation is really important and is part of this project. So you have to be able to show a baseline in your application for what you're trying to change and what target audience

you're working in, and what your expected goals and objectives are to reach. So for example if you're working to increase organ donor sign ups, show how many there are now and how many expect to change in each year.

And then your evaluation has to account for that change and be able to track that in some way. And it also needs to account for other efforts and keep track of other efforts that might be interacting with what you're doing.

So this might be something that we at HRSA are doing around organ donation that may be showing up in your community or something that - (Life America) or any other entity might be doing.

Or it could be a new story that has made it big and might be impacting people's opinion. So it's just a matter of some strategic way of keeping track of those outside influences as well.

At the bottom of page 2 just know that we do promote collaboration among organizations and often the real successful programs are applicants and also projects have been where a collaboration between organizations that have expertise and current commitment to increasing organ donation or collaborating with some sort of research institution or evaluation organization. So those two working together really can make a strong application however, there is no priority points assigned to those.

So next section page 3 is the background and I'll let you read most of that on your own. Again we all know the importance and need around organ donation.

And I'll skip to the bottom, which describes our own DOT's sort of history with the grant program. And the Social and Behavioral Interventions to

Increase Solid Organ Donation grant program started in 1999 and has funded 97 projects.

And so we really believe that that is a good base of projects that can provide you ideas or programs to replicate in this program. And so if you're interested in reading more about those projects I would suggest that you visit organdonor.gov.

And in the grants section there we have a list of project summaries and you can read through all of the projects that have been completed or are ongoing now and get a sense of what has been done.

And then also in the grant section of organdonor.gov there is a list of journal articles that have been published as a result of our grant program. So that's another great resource where you can get ideas for application or even to support your literature review when you're writing your own application.

Now this program, the public education effort started in 2007 and has supported 21 projects. Again this summary is available on organdonor.gov. All right so we already talked about the funding available and eligibility is listed here.

Again, we talked about the deadline and just want to stress on page 5 that you do need to apply through grants.gov. So there's no option for a mailed application or submitted in any other way.

So just be sure that you are able to see and access grants.gov as much as possible. Now if you come and you have a problem with grants.gov when you're trying to submit please contact their help desk.

So neither Ernsley nor I can help you specifically with grants.gov. And but if you contact their help desk and they give you a - they should give you like a ticket number, confirmation number please take note of that.

And if it comes down to asking for some sort of waiver or some extension on the deadline you will be asked to give them the grants.gov ticket number so that they can track that and be sure that you did try to fix whatever the error was. So that's just one little tip there.

You see the page limit it can't be over 80 pages and that is 80 pages when HRSA receives it and prints it out. So my suggestion to you is that you before you submit print out your application and count the pages.

Now if you submit just make sure that you have it in like a Times New Roman 12 point font with one-inch margins. If you try to sort of fudge that and have really small print the software that we use will automatically adjust it and you may go over those page limits.

So just try to stick within that. Just know we understand it's limiting but plenty of applicants are able to do that so we expect that you should be able to have plenty of room.

And one thing to note is that not everything in the application counts towards the page limit. So the forms, which have like a code in them so it will say OMB and have an OMB number.

Those things are not counted towards the page limit but anything that is attached to those forms are. So a quick example is the budget forms, there's a line item budget and those line item budget forms do not count but any - the attachment, the budget justification does count towards the page limit.

So those are little nuance there but I think it will become clear as you work in grants.gov. All right, so specifically to getting towards the real heart of the application of course you need a project abstract and the specifics about what you need to include on there are in the application guide.

The same with the budget and budget justification, most of that description is pretty basic and it is listed in the budget in the application side as well. One thing to note is if you're applying as a consortium of organization you have one lead on application organization.

And so the budget will be the main form will be for all of the - for the entire project all together and then what would go to that the consortium organization or maybe a subcontract will be listed in a special line item there.

And then separate line item budget and budget justifications will be included in the application separately but they should all add up in the project budget. Another thing that I sort of want to mention about the budget right now and (Ernsley) will talk more about the budget later.

But I just want to stress that the reviewers can reduce your budget and so like I said before every single thing that you list in your budget justification should be well justified.

Every line item needs to be well justified in your budget justification. And if you can, say if you're applying for something and you're going to be using funds in your one and your two it's a same line item you can say in your two to refer to your one.

But be sure that that lines up with your project plan and your narrative and all of that because if for some reason you say I'm going to buy advertising in year one and year two but you only have advertising in year one of your work plan the review can cut that amount from year two.

And so, you know, the options - people will come back to me and say well I, you know, that was an error they should have left it in it should - and so well it really needs to be justified well, so write it out and maybe conserve pages somewhere else, you know, not - don't cut off from the budget justification.

And now the project narrative, you know, this is really the place that the reviewers are going to spend the most time. It's where you describe your project and the need for your project so really do spend some good amount of time there.

In general I would say it's about a 25-page section of your application. There's no page limit on the narrative but that's a pretty close range for what most people use for that narrative section.

So in the introduction of your narrative be sure to indicate if you're applying as a category one or a category two project. This is really important we don't always know.

And if you're applying for the category one project in the introduction you want to state the purpose, why you're replicating this project and why you think that it will be effective in your area with this population, discuss your goals and discuss your objectives to achieve those goals.

For a category two project similar, here you want to discuss the purpose of your project, indicate that you're doing a category two project and here again

discuss your goals and your objectives, why it is that you think that you're combined media and community campaign is going to work in your area.

The needs section - needs assessment needs to describe why this project in particular is needed in this location and with this group of people. So, you know, while you may want to say some information about the national need for organ donors or even our regional state needs for organ donors.

Really focus on the need of the target population, the group that you think your project is going to influence. And provide a baseline for the number of people in that group that you think that are not yet registered and or if you're looking at the parent family discussion one and talk about the need among that group.

So it's a little bit of specifics there that you need to really show, same with the in the need assessment, why this specific project is needed in this group. All right and just so you're following along I'm on page 7 here.

The methodology describes what you are going to do. So here in category one and you'll see here it's sort of listed over two pages. So all these sections fall in category one.

You are describing what that original project did and then what you're going to do. And the same thing, who did that original project reach and how - what is your project and again justifying the differences in any changes that you're making from the original project.

And then the evaluation plan again is important because it's going to show us that your project was carried out in the way that you said and then actually did make a difference in the way that you had hoped.

So in the plan you should include the baseline measurement and the measurement method. So are you going to be using a survey, are you going to be using registry data from a DMV something like that. And then again how are you going to distinguish your - the outcomes of your efforts from the other efforts that may be going on simultaneously.

And then a process evaluation is assessing that your project is going on along as planned that it's along the timeline that you planned and things like that. Taking record of any outside influences that may have made it challenging to complete your project along that timeline, things like that.

These are really important and there will be things that if you're awarded the grant you'll be reporting on throughout the process. And then if you're looking specifically at the last paragraph on page 7 at the family discussion, family knowledge, you're looking at an increase in knowledge among the parents about the donation and among minors about the need.

You want to see a willingness among those parents to donate their children's organs if it comes to that time and also looking at older minors and their increased knowledge and awareness about the need for organ donation.

So again I think I'm set, you know, I said it before but just to stress that this is a brand new thing for HRSA and so we really want to find out what is effective with this group of people. And so if you're looking at that we'll welcome any conversations ahead of time and are really looking for some exciting new ideas in that area.

So page 8 -- here in the second paragraph there's some bolded text. And basically if you're going to be using an increase in registration data or any

other sort of other data that you don't already have access to, you need to include a letter of support from the organization that does have access to that indicating that they will be providing you with the data that you need.

So it needs to be really specific and really show that you are going to be able to do this evaluation as you indicated by having access to that data. So it's a really key important thing to include.

And then you are asked to include a timeline and that shows the sequence of efforts of activities that you'll be doing throughout your process. A little bit later on you'll see that there's a work plan and you'll see things can sort of be combined to one thing.

And then a key thing for all of our grant programs is that it's not just a matter of implementing and doing it in your area but it's a way of increasing the overall knowledge about how to increase organ donation. And that needs to be done through dissemination and prior to your application please include a dissemination plan for -- how are you going to share the results of your project with the rest of the donation community? Are you going to present at meetings or publish in a journal or any number of other ideas. Again you can be innovative here too.

So Category 2 is listed here and we have all the same categories and basically it's the same requirements but you don't have to obviously describe an original study that you're basing this on. So you can just focus on those same things.

To further remind everyone to please put your phones on mute unless you have a question.

So skip over page 9, and on page 10 -- as I mentioned -- there is a work plan requirement and it's for all applicants. So basically in the work plan you're describing who is going to do the work, what are they going to do, when are they going to do it. And that is to me a really key piece of your application. It's something that the reviewers can look at one page, get a really clear sense of what's going on.

Your budget should tie back to it really easily. And then if something - if you're awarded the application we can use when you submit progress reports to compare - okay, we're in this month, have they done all of these things preceding this month? Are they delayed and why, and we can talk about those things. Again the work plan is really important.

All right, I'm hearing some background noise so please remember to mute your phones.

Okay, so under the work plan there is some bolded text there and it talks about a HRSA review. And I just want you to put a big X over that and just know that that requirement is no longer required and so you don't need to worry about that.

Now for the second paragraph under work plan talks about a media plan. And this is for any project that's to be media. Category 2 certainly but also any others. And in there just know that this is a sort of the work plan around but around media. So you can read more about what needs to be included there.

The next section, resolution of challenges, refers to all projects. We know that you'll be coming across challenges -- you know as well -- so just talk about them here up front and what you think your plans through working those.

Evaluation and technical support capacity (side) - you know, what the key qualifications are for your staff around those areas so that we know that you have the right team set up. Same thing with organizational information and include information about each organization and how that is the right organization to carry out your project.

Page 11 is a list of attachments - we've talked about several of them.

Attachment 2 is a staffing plan, or job descriptions so, you know, that you have the right people on board, and that really supports the justifying paying these people for their doing clear and distinct activities from one another.

Letters of agreement, letters of support here - important. Please make sure that they're included as part of your application. Anything that's sent separately cannot be added to your application.

Project 5 is an organizational chart, and this is specific to your project and in here you talk about the hierarchy of your project staff and project team.

Now, page 12, if you are a public agency, I want you to just take note of the intergovernmental review. And number 5 on page 12, it talks about funding restrictions. Make sure that you review that carefully to make sure that you aren't applying for anything that would be restricted because it wouldn't go on to review.

And the very last bullet I just want to stress that if you are with an OPO, make sure that you're indicating that the OPO staff that will be paid through the grant are doing activities that are specific to the grant, that wouldn't be otherwise part of their daily duties and reimbursable. And that's basically the issue here. We don't want anybody double dipping and that needs to be really clear in the application.

So before I get into the review criteria starting on the bottom of page 12, I want to talk about the review process. And I won't have you open this but it is listed a little bit more on page 43 of the application guide.

But basically what happens, when you sent the application, it gets reviewed for the number of pages first. And if all goes in the 80 pages, it is sent to HRSA to review for eligibility. Then we make sure that you're an eligible organization and that all of the required documents are included. And then it gets assigned to the review committee.

The review committee is made up of experts in the field of organ donation as well as researchers and they are all outside of HRSA and generally outside of the government altogether. And it really is a committee of your peers.

Each application is then assigned to three individuals within the review committee and it's composed of two donation professionals and one researcher. So you can see that we stress the importance of the evaluation by having reviewers who are researchers.

Those three reviewers review it on their own for the application and write comments. And then the entire committee comes together to talk about every single application. They should have all read the application by then. And they'll go through the comments and come to some consensus about which comments should be sent back and then they all score the application on their own.

When we've received the score and the comments, we fund the application starting with the top score down until we run out of money. And so while we generally can fund applications that score 70 and over, often, depending on

the number of applications that we receive and the strength of the applications, we often are funding those that are at the higher range - 80s and 90s.

So there's a little sense of the competition. In general, we receive about 20 applications. Of course, we never know who's going to apply each year. So three to five out of those gives you an idea of the competitiveness there.

So again, back to page 12, here you can see the review criteria for against where each application is reviewed. And this is nice because this is exactly what the reviewers are given and told to base their reviews on and you can see the scores and how much is assigned to each criterion listed here.

So my suggestion to you is that you take this section here and use it as a checklist. It shows you for each criterion where it corresponds to what section of the narrative or other attachments and every sentence in here is important because it coincides to points. And so you check off and make sure that you adjust every single thing in this review criterion here. And ask a friends to do the same thing for you, having not looked at the application before. I think that would be an excellent activity.

So the award date, on page 15 here. We anticipate the awards will go out before the start date, which is September 1, 2014. We often try to make it much sooner than that but it's not always feasible. And then you'll receive that award by receiving a notice of award which is sent by e-mail now.

My contact information (unintelligible) is on page 16. And the technical assistance information is page 17 and 18. A couple of things - the technical assistance Webinar which was held on August 13 was recorded and the link is posted on organdonor.gov with the recording. So you're welcome to listen to

that. And that is generally for people who are less familiar with the field of organ donation.

And then the grantee showcase which was recorded on August 21, the recording will be posted later this week on organdonor.gov, so check back for that link if you did not get a chance to see that. But that was a great showcase which featured three of our grantees who have completed - all of them completed at least two projects, and up to four, and they give a review of what they did and their outcomes and different ideas how you can replicate what they did in your area.

So with that, turn to the application guide. And I'm just going to flip through it quickly and point out a couple of things. If you are - this is a research related area so you may want to review the human subjects requirements. It may or may not apply to you, so just be clear that those are listed in the application guide. So review that. If you have questions let me know.

Same thing with the cultural linguistic competence, of course. We expect that a lot of your applications would need to take that into account so please review what's in there and throughout your application you can refer to that to show what you're doing is responsive to the cultural and linguistic needs of your target audience.

On page 7 -- 2.3 -- it talks about the compliance requirements. So there are some various requirements and references there I think a lot of the things are linked. You can click on those as needed.

And then 4.2, the assurance and certification. Basically when you got to grants.gov it will give you the assurances forms. So be sure to read that through and indicate that you agree to those things.

On page 8, there's a whole list of definitions and then following that on page 15 is a list of acronyms. And we know the government can be a sort of mysterious place with its own language. So this is a really nice little place with all of that defined and sort of spelled out for you there.

And with that I will turn to page 17 and, Ernsley, I'll turn this to you.

Ernsley Charles: Good afternoon again. My name is Ernsley Charles from the Division of Grants Management at HRSA and I will be the grants management specialist for this program. As your grants management specialist, I am responsible for ensuring that applicant and application combine HRSA status regulation and policy that pertain to financial and business management models. And I will be answer about to clarify the following liability or budget items application liability application compliance with required assurance, federal HRSA grants policy regulation.

I will be open for any question you may have while you process application. And then I will be starting like Rita just say in page 17. And then on page 17, every applicant must complete three free registration to be able to submit a grant application.

The process can take one month or longer. If you plan to apply for HRSA grant, do not delay. Get registered today. Okay you can go to grants.gov to register. And then if you already register you can (unintelligible) your application and then your password every line it is.

And then I will be going to how to obtain a (berns) number. The (berns) number you will be going is optional. So if your evaluation does not have a

(berns) number, you add the chief financial official grant administrator or official of your organization register for a (berns) number.

If it can be done, it will be done via registration and you can go to <http://fedgov.dmb.com/webform> and you can go there and register for your (bern) number. And then the process can take for one business day to complete. You don't take time, you know, you can take like 30 or hour to complete the whole application.

And then you can also register for the (bern) number online via web registration. And then you also the second registration you're going to do is the SAMS and then (unintelligible) as well. And you will do all your organization applicant and will not be able on to move on to step 3 if you don't register for the SAMS. You won't be able to get your ID neither your password. And then for you to register on SAMS you can go to (<http://www.sams.gov/dot>) and then you will be following online the registration for the SAMS user.

That will take maybe 30 minutes to complete. And if you already register so what you can do, you can just - if you register you will be receive e-mail confirmation that you are registered for SAM.

And then we going to return to grants.gov to complete your registration. So you will be three to five business days up to two weeks before you get your SAMS registration. And then after that, when you get that, on page 19 you will see that where you have to clear a grant, your username in grants.gov, username and password.

And then you will need to create your grants.gov user profile by visiting the register section of the Web site because it's very easy. If you go to grants.gov

in your right side, and they have a tutorial that will go step by step when you register there so it's very easy.

So and also like I said I'm very open. Me myself I will go there and see the tutorials. It's very easy and so I can walk you through that. So I'm welcome to that.

And that I think that your user ID, so on page 20 and then you will see the e-business (unintelligible) contact and also you must respond to the registration e-mail from when you register so you will be on the e-mail. So you must be respond to that e-mail from grants.gov.

It's a long process. So when you finish with all these three steps, you will be able to register for - you will be able to apply for your application package and so forth. So you will have no problem doing that.

And then on page 21, and then you can - if you don't hear from them you can follow with the status on the application again in grants.gov. In grants.gov that's where you have to go in everywhere you go.

And then in page 22, and you will track your application when you applying for the (unintelligible) by going again in grants.gov and then you put your tracking number and then you will provide a confirmation e-mail from grants.gov.

And then you be sure your application is validate grants.gov prior the application deadline. When you finish with everything, so you will be brought into your page - let's see - on page 23 on the application guidance and then you will be going to - let me go there.

On page 23 on the bottom line you will see that the application face page. So that's how you're going to start your application. When you go to your application face page and then you fill out all your instructions for to apply for your grant application.

And then you go ask you again for your (berns) number. This is the purpose I told you you have to register for your (berns) number because the (berns) number will take you everywhere on the application. And then also on the CFDA application that the title of Federal (unintelligible) and then you will see that in the FOA. And then you will get that number.

That number and like if you are approved for funding and then that number will be - when you are issued, that number will be in your (unintelligible) as well. And then when you go to your application and there is a table of contents that you will go by and then first you will go by your face page. And then you will go by the (SS424), where you have to submit your budget.

So in the (unintelligible) when you submit your budget you make sure that the budget and the budget justification are matched. So whatever you put like the surplus and then you will see what surplus you have, what kind of surplus. All these have to match in the budget justification.

And then the travel, how many people that will be travel, how many airline tickets that you will be purchasing, and then if they have a conference, so if they are going to eat or whatever in your conference all have to be listed in your budget justification.

And then after then when you finish with all that and then this program will be funding in the federal safety fiscal year, so 2014 and 2015. So when you list out your budget, you make sure that every year you have to list that line item,

all the line item out - equipment, supplies, travel, all other, and then you have contractual -- you have everything listed for all these three years or four years that you will be (unintelligible).

But when you see now the second year budget you make sure you get all the line items. Don't just do put like \$255,000 for the year when you release the line item. That would be \$254,000. So you have to list all that and then again you have to match with the budget justification.

So all that you will have no problem after you list that. So again if you have problems, please call me with any questions and then from the personal through others, so you will see all that listed in the budget. So all this is the (unintelligible) cost. And in the ending of cost is totally different.

So you will have to go to the (unintelligible) cost.gov and then to check on your (dealer) cost, how much you will be paying for the (dealer) cost.

On page 26, like I just talk about the funding, so like I said, for every year you have to list the budget. So that's my budget and then the budget (unintelligible) go through the budget on page 20 line.

And then on the same benefit is a part of the dealer portal as well. I'll just go there like equipment, material and supplies, all these is part of the (dealer) cost. And then the (unintelligible) all these are part of the dealer cost.

And then all this on page 31. Like I said that application guide just like a Bible, everything that you need that we said, it's right there for you. So like if you need material again go to grants.gov so you will get all your information there.

And then the (dealer) cost you can go to (unintelligible).gov all that will give you the dealer cost. And the end dealer cost you will do the same thing as well on page 31.

I think - see what else I have - and that concludes my presentation and thank you for your time and your participation. So do you have any questions?

Rita Maldonado: Thank you Ernsley. This is Rita. I too - I don't have anything else so I would like to open to questions for either of us. And we can a few minutes. I know we're at our 3:00 hour though.

I don't hear any questions. So with that I just want to thank you all and again we're both available for any questions. Thank you for listening and have a good afternoon.

Ernsley Charles: I hope to hear from you always with any questions that will come so have a great evening.

All: Thank you.

Coordinator: Thank you for your participation. This concludes today's conference call. You may disconnect at this time.

END