

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Announcement of Availability of Funds for Family Planning General Training and Technical Assistance Projects

**AGENCY:** Department of Health and Human Services, Office of the Secretary.

**ACTION:** Notice.

*Announcement Type:* Initial Competitive Grant.

*CFDA Number:* 93.260.

**DATES:** To receive consideration, applications must be received by the Office of Public Health and Science (OPHS) Office of Grants Management no later than May 24, 2005. Applications will be considered as meeting the deadline if they are received by the OPHS Office of Grants Management no later than 5 p.m. Eastern time on the application due date. Applications will not be accepted by fax, nor will the submission deadline be extended. The application due date requirement supercedes the instructions in the OPHS-1. Applications which do not meet the deadline will be returned to the applicant unread. See heading "APPLICATION and SUBMISSION INFORMATION" for additional information. Executive Order 12372 comment due date: The State Single Point of Contact (SPOC) has 60 days from the due date to submit any comments.

**SUMMARY:** This announcement seeks applications from public and nonprofit private entities to establish and operate one general training and technical assistance project in each of the ten PHS regions. The purpose of the family planning general training program is to ensure that personnel working in Title X family planning service projects have the knowledge, skills, and abilities necessary for the effective delivery of high quality family planning services. General training also includes specialized technical assistance which consists of specific, specialized, or highly skilled family planning training that is usually provided to a single organization based on identified need. Successful applicants will be responsible for the development and overall management of the general training program within the PHS region for which the grant is awarded.

#### I. Funding Opportunity Description

The Office of Population Affairs (OPA) announces the availability of approximately \$4,000,000 in Fiscal Year (FY) 2005 funds, inclusive of indirect costs, to support ten Family Planning

General Training and Technical Assistance projects, as authorized under section 1003 of the Public Health Service (PHS) Act. Funds are available to provide both training and specialized technical assistance to family planning personnel in order to maintain the high level of performance of family planning services projects funded under Title X of the PHS Act. The Office of Population Affairs solicits applications for competing grant awards to support one general training center in each of the ten Department of Health and Human Services (DHHS) regions.

Applicant organizations must demonstrate significant experience in the design, development, implementation, successful completion, and evaluation of training activities. In addition, the successful applicant must demonstrate skill and experience in providing training to diverse, community-based entities. The successful applicant will provide evidence of familiarity with family planning and reproductive health issues, and the ability to translate evidence-based information into training activities.

Awards will be made only to those organizations or agencies which have met all applicable requirements and which demonstrate the capability of providing the proposed services.

#### Program Statute and Regulations

Title X of the PHS Act, 42 U.S.C. 300 *et seq.*, authorizes grants for projects to provide family planning services to persons from low-income families and others. Section 1001 of the Act, as amended, authorizes grants "to assist in the establishment and operation of voluntary family planning projects which shall offer a broad range of acceptable and effective family planning methods and services (including natural family planning methods, infertility services, and services for adolescents)." The broad range of services should include abstinence education. Section 1003 of the Act, as amended, authorizes the Secretary of Health and Human Services to award grants to entities to provide the training for personnel to carry out family planning service programs. Section 1008 of the Act, as amended, stipulates that "none of the funds appropriated under this title shall be used in programs where abortion is a method of family planning."

The regulations set out at 42 CFR part 59, subpart C, govern grants to provide training for family planning service providers. Prospective applicants should refer to the regulations in their entirety. Training provided must be in accordance with the requirements

regarding the provision of family planning services under Title X. These requirements can be found in the Title X statute, the implementing regulations which govern project grants for family planning services (42 CFR part 59, subpart A), and the "Program Guidelines for Project Grants for Family Planning Services," (January 2001). Copies of the Title X statute, regulations, and "Program Guidelines" can be obtained by contacting the OPHS Office of Grants Management or may be downloaded from the Office of Population Affairs (OPA) Web site at <http://opa.osophs.dhhs.gov>. Applicants should use the legislation, regulations, and other information included in this announcement to guide them in developing their applications.

#### II. Award Information

This notice announces the availability of approximately \$4,000,000 in FY 2005 funds and solicits applications for general training and technical assistance projects to assist in the establishment and operation of one regional training center in each of the ten PHS regions. Grants will be funded in annual increments (budget periods) and may be approved for project periods of up to three years.

Table I below sets out the approximate funding levels for grants in each of the PHS regions. Please note that the amounts listed are inclusive of indirect costs. Funding of individual grants will be based on the Regional Health Administrator's (RHA's) assessment of such factors as the training and specialized technical assistance needs within the region, and the cost and availability of personnel for the project.

Competing grant applications are invited for training and technical assistance projects as follows:

TABLE I

Region	States	Approximate funding available
I .....	CN, ME, MA, NH, RI, VT	\$330,000
II .....	NJ, NY, PR, VI .....	420,000
III .....	DE, DC, MD, PA, VA, WV	450,000
IV .....	KY, MS, NC, TN, AL, FL, GA, SC	500,000
V .....	IL, IN, MI, MN, OH, WI ...	460,000
VI .....	AR, LA, NM, OK, TX .....	430,000
VII .....	IA, KS, MO, NE .....	330,000
VIII .....	CO, MT, ND, SD, UT, WY	330,000
IX .....	AZ, CA, HI, NV, and the 6 U.S. Associated Pacific Jurisdictions.	390,000
X .....	AK, ID, OR, WA .....	330,000

### III. Eligibility Information

#### 1. Eligible Applicants

Any public or nonprofit private entity located in a State (which includes one of the 50 United States, the District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands) is eligible to apply for a grant under this announcement. Faith-based organizations are eligible to apply for these Title X family planning training and technical assistance grants.

#### 2. Cost Sharing

A match of non-Federal funds is not required.

### IV. Application and Submission Information

#### 1. Address To Request Application Package

Application kits may be requested from, and applications submitted to: OPHS Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852; 301-594-0758. Application kits are also available online through the OPHS electronic grants management Web site at <https://egrants.osophs.dhhs.gov>, and requests may be submitted by FAX at 301-594-9399. Instructions for use of the eGrants system can be found on the OPA Web site at <http://opa.osophs.dhhs.gov> or requested from the OPHS Office of Grants Management.

#### 2. Content and Form of Application Submission

Applications must be submitted on the Form OPHS-1 (Revised 8/04) and in the manner prescribed in the application kit. Applications should be limited to 50 double-spaced pages, not including budget, budget justification, required forms, and appendices, using an easily readable serif typeface such as Times Roman, Courier, or GC Times, 12 point font. All pages, charts, figures, and tables should be numbered. The application narrative should be numbered separately and clearly show the 50 page limit. If the application narrative exceeds 50 pages, only the first 50 pages of the application narrative will be reviewed. Appendices may provide curriculum vitae, organizational structure, examples of organizational capabilities, or other supplemental information which supports the application. However, appendices are for supportive information only. All information that is critical to the proposed project should be included in

the body of the application. Appendices should be clearly labeled.

A Dun and Bradstreet Universal Numbering System (DUNS) number is required for all applications for Federal assistance. Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Instructions for obtaining a DUNS number are included in the application package, and may be downloaded from the OPA Web site.

Applications must include a one-page abstract of the proposed project. The abstract will be used to provide reviewers with an overview of the application, and will form the basis for the application summary in grants management documents.

#### Application Content

The applicant should demonstrate knowledge of evidence-based learning theory and adult learning behavior, and the applicability to proposed training activities. The design of all training programs, including all curricula and materials, must be consistent with Title X statute and regulations.

The applicant should demonstrate willingness to work closely with other Title X-funded training projects, including other regional training centers, the male training center, and the national training center. In addition, the applicant should demonstrate willingness to work with other Federal, State, and/or local government entities; family planning service providers; other community-based organizations; and other training providers (e.g., Health Resources and Services Administration (HRSA) AIDS Education Training Centers (AETCs), Centers for Disease Control and Prevention (CDC) Prevention Training Centers (PTCs), Administration for Children and Families (ACF) Infant Adoption Awareness Training Program (IAATP), etc.) to maximize resources and achieve program objectives.

The grantee will be responsible for all costs associated with training program administration and management, as well as any costs directly associated with Title X-sponsored training events (e.g., educational materials, classroom and training sites, etc.). Successful applicants will be expected to participate in at least two national meetings per year at the request of the Office of Family Planning, and should budget accordingly. Applicants should demonstrate flexibility in resource utilization, including training plan design, in order to respond to national training priority topics, new initiatives, and program need during each year of the project period.

The following priorities represent overarching goals for the Title X program. Proposals should be developed considering Title X program priorities, legislative mandates, and key issues as they relate to training needs within Title X service projects. Additionally, specific national training priorities will be identified for each year of the project period.

#### Program Priorities

1. Assuring continued high quality family planning and related preventive health services that will improve the overall health of individuals;
2. Assuring access to a broad range of high quality clinical family planning and related preventive health services that include the following: provision of highly effective contraceptive methods; breast and cervical cancer screening and prevention that corresponds with nationally recognized standards of care; STD and HIV prevention education, counseling, and testing; extramarital abstinence education and counseling; and other preventive health services. The broad range of services does not include abortion as a method of family planning;
3. Encouraging family participation in the decision of minors to seek family planning services, including activities that promote positive family relationships;
4. Improving the health of individuals and communities by partnering with community-based organizations (CBOs), faith-based organizations (FBOs), and other public health providers that work with vulnerable or at-risk populations;
5. Promoting individual and community health by emphasizing family planning and related preventive health services for hard-to-reach populations, such as uninsured or under-insured individuals, males, persons with limited English proficiency, adolescents, and other vulnerable or at-risk populations.

#### Legislative Mandates

The following legislative mandates have been part of the Title X appropriations for each of the last several years. In developing a proposal, each applicant should describe how the proposed project will provide training that addresses each of these legislative mandates.

"None of the funds appropriated in this Act may be made available to any entity under Title X of the Public Health Service Act unless the applicant for the award certifies to the Secretary that it encourages family participation in the decision of minors to seek family planning services and that it provides

counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities;" and

"Notwithstanding any other provision of law, no provider of services under Title X of the Public Health Service Act shall be exempt from any State law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest."

#### Other Key Issues

In addition to the Program Priorities and Legislative Mandates, the following Key Issues have implications for Title X services projects and should be acknowledged in the program plan:

1. The increasing cost of providing family planning services;
2. The U.S. Department of Health and Human Service priorities, initiatives, and Healthy People 2010 objectives as they relate to family planning and reproductive health (<http://www.health.gov/healthypeople>);
3. Departmental initiatives and legislative requirements, such as the Health Insurance Portability and Accountability Act (HIPAA); Infant Adoption Awareness Training Program (IAATP); providing adolescents with information, skills and support to encourage sexual abstinence; serving persons with limited English proficiency;
4. Integration of HIV/AIDS services into family planning programs; specifically, HIV/AIDS education, counseling, and testing either on-site or by referral should be provided in all Title X family planning services projects. Education regarding the prevention of HIV/AIDS should incorporate the "ABC" approach. That is, for adolescents and unmarried individuals, the message should include "A" for abstinence; for married individuals or those in committed relationships, the message is "B" for be faithful; and, for individuals who engage in behavior that puts them at risk for HIV, the message should include "A," "B," and "C" for correct and consistent condom use.
5. Utilization of electronic technologies, such as electronic grants management systems;
6. Data collection and reporting which is responsive to the revised Family Planning Annual Report (FPAR) and other information needs for monitoring and improving family planning services;
7. Service delivery improvement through utilization of research outcomes focusing on family planning and related population issues; and
8. Utilizing practice guidelines and recommendations developed by recognized professional organizations

and other Federal agencies in the provision of evidence-based Title X clinical services.

#### National Training Priorities for 2005

During the FY 2005 year, it is expected that each general training and technical assistance grantee, funded with FY 2005 funds, will provide training that will assist Title X service providers with addressing the following:

1. Encouraging family participation in the decision of minors to seek family planning services and providing counseling to minors on how to resist attempts to coerce minors into sexual activities;
2. Complying with State laws requiring the notification or reporting of child abuse, child molestation, sexual abuse, rape, or incest; and
3. Integrating HIV prevention activities into Title X services.

Applicants should demonstrate a broad range of expertise and skill in providing training programs, managing training resources, and working with consultants and service providers. Applicants should demonstrate the capacity to utilize electronic technologies and evidence-based training delivery techniques. Applicants should include evidence of the ability to provide training that prepares family planning project personnel to increase effectiveness in working with persons of differing educational and physical abilities.

The proposal should demonstrate the applicants' expertise and ability to develop, implement, and evaluate training in the areas of information, education and communication; program management; and clinical service delivery. Applicants should indicate the ability to provide continuing education credits as appropriate (e.g., continuing education credit for nurses, health educators, social workers, etc.). Within each of the areas mentioned above, at a minimum, the grantee will be expected to provide training for Title X personnel that includes the following topics:

#### Information, Education and Communication

- Increasing effectiveness in working with hard-to-reach and diverse populations, including racial, ethnic, cultural, and linguistic minorities, to reduce health disparities;
- Use of electronic technologies in program activities and management;
- Incorporation and/or use of various media modalities to assist in achieving program goals and objectives.

#### Program Management

- Improving the management skills of family planning grantee staff;
- Increasing the ability of family planning grantee staff to assess, plan, design, and utilize management information systems;
- Designing, implementing, and utilizing data reports in project operations;
- Utilizing financial systems to monitor, track, record, and control Title X and other financial resources according to Federal grants requirements;
- Incorporating current information related to privacy and transmission of client information into grantee operations;
- Improving program efficiency and enhancing cost savings and recovery mechanisms; and
- Collecting and reporting all data elements required for the Family Planning Annual Report (FPAR).

#### Clinical Activities

- Improving the performance of clinical staff (professional and other) involved in health care delivery through continuing education and quality assurance activities;
- Educational clinical activities addressing intimate partner violence;
- Clinical topics including current acceptable and effective contraceptive methods and other issues and technologies which effect family planning service delivery;
- Title X Program requirements and legislative mandates, including training on involving parents in the decision of minors to seek family planning services; counseling minors on resisting attempts to coerce them into engaging in sexual activity; and compliance with state laws regarding reporting or notification of child abuse, child molestation, sexual abuse, rape, or incest;
- Provision of abstinence education;
- Incorporating the "ABC" approach to HIV prevention counseling; and
- Best practices for presenting non-directive counseling, including adoption counseling for pregnant clients.

#### Specialized Technical Assistance

In addition to providing general training on the issues mentioned above, successful applicants must also demonstrate the capacity to develop and implement a system for providing technical assistance to Title X service providers in the applicable PHS region. Technical assistance consists of specific, specialized or highly skilled family planning training that is usually

provided to a single organization based on an identified need. The objective of this assistance is to provide projects with the technical resources needed to address Title X priorities and key issues impacting family planning.

A portion of the total grant award will be earmarked for technical assistance, and a final budget will be negotiated between the successful applicant and the PHS Regional Project Officer. All technical assistance provided with grant funds must have prior approval of the PHS Project Officer.

#### Evaluation

The applicant is responsible for developing and implementing an evaluation plan which assesses the overall training program, as well as each training event and technical assistance provided. The plan should include evaluation of the content of training events, delivery mechanisms utilized, accessibility for Title X providers, and how well the offerings met the needs of the trainee and sponsoring agency. Evaluation of technical assistance should include expertise of the consultant related to the identified need of the service provider, as well as whether the assistance resulted in the improved knowledge, skills, and/or abilities required.

#### 3. Submission Dates and Times

##### Submission Mechanisms

The Office of Public Health and Science (OPHS) provides multiple mechanisms for the submission of applications, as described in the following sections. Applicants will receive notification via mail from the OPHS Office of Grants Management confirming the receipt of applications submitted using any of these mechanisms. Applications submitted to the OPHS Office of Grants Management after the deadlines described below will not be accepted for review. Applications which do not conform to the requirements of the grant announcement will not be accepted for review and will be returned to the applicant.

Applications may only be submitted electronically via the electronic submission mechanisms specified below. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review. While applications are accepted in hard copy, the use of the electronic application submission capabilities provided by the OPHS eGrants system or the Grants.gov Web site Portal is encouraged.

#### Electronic Submissions Via the OPHS eGrants System

The OPHS electronic grants management system, eGrants, provides for applications to be submitted electronically. Information about this system is available on the OPHS eGrants Web site, <https://egrants.osophs.dhhs.gov>, or may be requested from the OPHS Office of Grants Management at 301-594-0758.

The body of the application and required forms can be submitted using the OPHS eGrants system. In addition to electronically submitted materials, applicants are required to submit a hard copy of the application face page (Standard Form 424) with the original signature of an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award. If required, applicants will also need to submit a hard copy of the Standard Form LLL and/or certain Program related forms with the original signature of an individual authorized to act for the applicant agency or organization. The application will not be considered complete until both the electronic application components submitted via the OPHS eGrants system and any hard copy materials or original signatures are received.

Electronic grant application submissions must be submitted via the OPHS eGrants system no later than 5 p.m. Eastern Time on the deadline date specified in the **DATES** section of the announcement. All required hardcopy original signatures and mail-in items must be received by the OPHS Office of Grants Management no later than 5 p.m. Eastern Time on the next business day after the deadline date specified in the **DATES** section of the announcement.

Applications will not be considered valid until all electronic application components, hardcopy original signatures, and mail-in items are received by the OPHS Office of Grants Management according to the deadlines specified above. Any application submitted electronically after 5 p.m. Eastern Time on the deadline date specified in the **DATES** section of the announcement will be considered late and will be deemed ineligible. Failure of the applicant to submit all required hardcopy original signatures and required mail-in items to the OPHS Office of Grants Management by 5 p.m. Eastern Time on the next business day after the deadline date specified in the **DATES** section of the announcement will result in the electronic application being deemed ineligible.

Upon completion of a successful electronic application submission, the OPHS eGrants system will provide the applicant with a confirmation page indicating the date and time (Eastern Time) of the electronic application submission. This confirmation page will also provide a listing of all items that constitute the final application submission including all electronic application components, required hardcopy original signatures, and mail-in items, as well as the mailing address of the OPHS Office of Grants Management where all required hard copy materials must be submitted.

As items are received by the OPHS Office of Grants Management, the electronic application status will be updated to reflect the receipt of mail-in items. It is recommended that the applicant monitor the status of their application in the OPHS eGrants system to ensure that all signatures and mail-in items are received.

Applicants are encouraged to initiate electronic applications early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline.

#### Electronic Submissions Via the Grants.gov Web Site Portal

The Grants.gov Web site Portal provides for applications to be submitted electronically. Information about this system is available on the Grants.gov Web site, <http://www.grants.gov>. The body of the application and required forms can be submitted using the Grants.gov Web site Portal. Grants.gov allows the applicant to download and complete the application forms at any time, however, it is required that organizations successfully complete the necessary registration processes in order to submit the application to Grants.gov.

In addition to electronically submitted materials, applicants may be required to submit hard copy signatures for certain Program related forms, or original materials as required by the announcement. It is imperative that the applicant review both the grant announcement, as well as the application guidance provided within the Grants.gov application package, to determine such requirements. Any required hard copy materials, or documents that require a signature, excluding the standard forms included in the Grants.gov application package (e.g., Standard Form 424 Face Page, Standard Assurances and Certifications (Standard Form 424B, and Standard Form LLL) must be submitted separately

via mail to the OPHS Office of Grants Management, and, if required, must contain the original signature of an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award.

Electronic grant application submissions must be submitted via the Grants.gov Web site Portal no later than 5 p.m. Eastern Time on the deadline date specified in the **DATES** section of the announcement. All required hardcopy original signatures and mail-in items must be received by the OPHS Office of Grants Management no later than 5 p.m. Eastern Time on the next business day after the deadline date specified in the **DATES** section of the announcement. Applications will not be considered valid until all electronic application components, hardcopy original signatures, and mail-in items are received by the OPHS Office of Grants Management according to the deadlines specified above. Any application submitted electronically via the Grants.gov Web site Portal after 5 p.m. Eastern Time on the deadline date specified in the **DATES** section of the announcement will be considered late and will be deemed ineligible. Failure of the applicant to submit all required hardcopy original signatures or materials to the OPHS Office of Grants Management by 5 p.m. Eastern Time on the next business day after the deadline date specified in the **DATES** section of the announcement will result in the electronic application being deemed ineligible.

Upon completion of a successful electronic application submission via the Grants.gov Web site Portal, the applicant will be provided with a confirmation page from Grants.gov indicating the date and time (Eastern Time) of the electronic application submission, as well as the Grants.gov Receipt Number. It is critical that the applicant print and retain this confirmation for their records, as well as a copy of the entire application package.

All applications submitted via the Grants.gov Web site Portal will be validated by Grants.gov. Any applications deemed "Invalid" by the Grants.gov Web site Portal will not be transferred to the OPHS eGrants system, and OPHS has no responsibility for any application that is not validated and transferred to OPHS from the Grants.gov Web site Portal. Grants.gov will notify the applicant regarding the application validation status. Once the application is successfully validated by the Grants.gov Web site Portal, applicants should immediately mail all required

hard copy materials to the OPHS Office of Grants Management to be received by the deadlines specified above. It is critical that the applicant clearly identify the Organization name and Grants.gov Application Receipt Number on all hard copy materials. Once the application is validated by Grants.gov, it will be electronically transferred to the OPHS eGrants system for processing. Upon receipt of both the electronic application from the Grants.gov Web site Portal, and the required hardcopy mail-in items, applicants will receive notification via mail from the OPHS Office of Grants Management confirming the receipt of the application submitted using the Grants.gov Web site Portal.

Applicants are encouraged to initiate electronic applications via the Grants.gov Web site Portal early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline. Applicants should contact Grants.gov regarding any questions or concerns regarding the electronic application process conducted through the Grants.gov Web site Portal.

#### **Mailed or Hand-Delivered Hard Copy Applications**

Applications submitted in hard copy (via mail or hand-delivered) are required to submit an original and two copies of the application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award.

Mailed or hand-delivered applications will be considered as meeting the deadline if they are received by the OPHS Office of Grant Management on or before 5 p.m. Eastern Time on the deadline date specified in the **DATES** section of the announcement. The application deadline date requirement supersedes the instructions in the OPHS-1. Applications that do not meet the deadline will be returned to the applicant unread.

#### **4. Intergovernmental Review**

Applicants under this announcement are subject to the requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs," as implemented by 45 CFR part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." As soon as possible, the applicant should

discuss the project with the State Single Point of Contact (SPOC) for the state in which the applicant is located. The application kit contains the currently available listing of the SPOCs that have elected to be informed of the submission of applications. For those states not represented on the listing, further inquiries should be made by the applicant regarding the submission to the relevant SPOC. The SPOC should forward any comments to the OPHS Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, Maryland 20852. The SPOC has 60 days from the due date as listed in the **DATES** section of this announcement to submit any comments. For further information, contact the OPHS Office of Grants Management at 301-594-0758.

#### **5. Funding Restrictions**

The allowability, allocability, reasonableness and necessity of direct and indirect costs that may be charged to OPHS grants are outlined in the following documents: OMB Circular A-21 (Institutions of Higher Education); OMB Circular A-87 (State and Local Governments); OMB Circular A-122 (Nonprofit Organizations); and 45 CFR part 74, appendix E (Hospitals). Copies of the Office of Management and Budget (OMB) Circulars are available on the Internet at [http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html).

Indirect costs are limited to eight percent (8%) of modified total direct costs as a flat amount for reimbursement under training grants (Grants Policy Directive Part 3.01: Post-Award-Indirect cost and other Cost Policies, HHS transmittal 98.01).

#### **6. Other Submission Requirements**

None.

### **V. Application Review Information**

#### **1. Criteria**

1. The degree to which the project plan adequately provides for the requirements set forth in the Title X regulations at 42 CFR part 59.205 (25 points);

2. The extent to which the training program promises to fulfill the family planning service delivery needs of the area to be served, which may include among other things:

(i) Development of a capability within family planning service projects to provide pre- and in-service training to their own staffs;

(ii) Improvement of the family planning services delivery skills of family planning services delivery skills of family planning and health services personnel;

(iii) Improvement in the utilization and career development of paraprofessional and paramedical manpower in family planning services;

(iv) Expansion of family planning services, particularly in rural areas, through new or improved approaches to program planning and deployment of resources; (20 points total for this section).

3. The extent to which the proposed training and technical assistance program will increase the delivery of services to people, particularly low-income groups, with a high percentage of unmet need for family planning services (15 points);

4. The administrative and management capability and competence of the applicant (15 points);

5. The competence of the project staff in relation to the services to the services to be provided (15 points); and

6. The capacity of the applicant to make rapid and effective use of the grant assistance, including evidence of flexibility in the utilization of resources and training plan design (10 points).

## 2. Review and Selection Process

Each Regional Office is responsible for evaluating applications and setting funding levels according to the criteria set out in 42 CFR 59.207 (b). Eligible applications will be reviewed by a panel of independent reviewers and will be evaluated based on the criteria listed above. In addition to the independent review panel, there will be staff reviews of each application for programmatic and grants management compliance.

Final award decisions will be made collaboratively by the Regional Health Administrator (RHA) for the applicable PHS Region, in consultation with the Director, OFP and the Deputy Assistant Secretary for Population Affairs (DASPA). In making grant award decisions, one grant will be awarded in each region which best promotes the purposes of sections 1001 and 1003 of the Act, within the limits of funds available for such projects. The decision will take into account the reasonableness of the estimated cost considering the available funding, and the benefits expected.

## VI. Award Administration Information

### 1. Award Notices

The OPA does not release information about individual applications during the review process. When final funding decisions have been made, each applicant will be notified by letter of the outcome. The official document notifying an applicant that a project application has been approved for

funding is the Notice of Grant Award (NGA), signed by the Director of the OPHS Office of Grants Management. This document specifies to the grantee the amount of money awarded, the purposes of the grant, the length of the project period, terms and conditions of the grant award, and the amount of funding, if any, to be contributed by the grantee to project costs. In addition, the NGA identifies the Grants Specialist and Programmatic Project Officer assigned to the grant.

Grants will be awarded for project periods of up to three years. Grants will be funded in annual increments (budget periods). Funding for all approved budget periods beyond the first year of the grant is contingent upon satisfactory progress of the project, efficient and effective use of grant funds provided, and availability of funds.

### 2. Administrative and National Policy Requirements

In accepting this award, the grantee stipulates that the award and any activities thereunder are subject to all provisions of 45 CFR parts 74 and 92, currently in effect or implemented during the period of the grant.

The successful applicant will be responsible for the overall management of activities within the scope of the approved project plan, and will be required to work closely with the PHS Project Officer in the respective region. The Project Officer will review and approve all Regional training plans, technical assistance requests, and plans for the use of Regional resources as part of this grant. In addition, both the OPA Central Office and the respective Regional Office will review and approve training plans related to the identified annual national training priorities.

The OPHS requires all grant recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. This is consistent with the OPHS mission to protect and advance the physical and mental health of the American people.

The Buy American Act of 1933, as amended (41 U.S.C. 10a–10d), requires that Government agencies give priority to domestic products when making purchasing decisions. Therefore, to the greatest extent practicable, all equipment and products purchased with grant funds should be American-made.

A Notice providing information and guidance regarding the “Government-wide Implementation of the President’s Welfare-to-Work Initiative for Federal Grant Programs” was published in the **Federal Register** on May 16, 1997. This initiative was designated to facilitate

and encourage grantees and their sub-recipients to hire welfare recipients and to provide additional needed training and/or mentoring as needed. The text of the Notice is available electronically on the OMB home page at <http://www.whitehouse.gov/omb>.

The HHS Appropriations Act requires that when issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Federal money, grantees shall clearly state the percentage and dollar amount of the total costs of the program or project which will be financed with Federal money and the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

Federal grant support must be acknowledged in any publication developed or training provided using Title X funds. The grantee will be expected to make available, at cost, all materials developed with Title X funds as requested by other Title X projects.

### 3. Reporting

Each year of the project period, grantees are required to submit a non-competing application which includes annual progress report and project work plan and budget for the upcoming year. The progress report must contain, at a minimum, a report on the evaluation of the training program as a whole, as well as the following data related to training activities supported with grant funds:

For “on-site” training events: (a) Title of training event; (b) location; (c) topic(s) covered; (d) presenter(s) (as applicable); (e) number of participants; (f) agencies sponsoring participants; and (g) evaluation summary; (h) credit hours or CEUs available. For “distance learning” training events: (a) Title of training; (b) number/location (downlink sites, web hits, media copies, etc., as appropriate); (c) topic(s) covered; (d) presenters; (e) agencies participating; (g) evaluation summary; (h) credit hours or CEUs available. In addition, grantees must maintain and submit a log of all technical assistance provided which includes, at a minimum: (a) Grantee/ delegate agency requiring technical assistance; (b) topic/content; (c) number of days of technical assistance required; (d) consultant(s) hired to provide technical assistance; and (e) outcome of technical assistance provided.

Grantees are required to submit an annual Financial Status Report within 90 days after the end of each budget period. Grantees who receive greater than \$500,000 of Federal funds must

also undergo an independent audit in accordance with OMB Circular A-133.

## VII. Agency Contacts

### *Administrative and Budgetary Requirements*

For information related to administrative and budgetary requirements, contact the OPHS Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852; 301-594-0758.

### *Program Requirements*

For information related to family planning program requirements, contact the Regional Program Consultant for Family Planning in the applicable Regional Office listed below:

*Region I* (Connecticut, Maine, Massachusetts, New Hampshire, Rhode

Island, Vermont)—Betsy Rosenfeld, Acting, 617-565-4265;

*Region II* (New Jersey, New York, Puerto Rico, Virgin Islands)—Robin Lane, 212-264-3935;

*Region III* (Delaware, Washington, DC, Maryland, Pennsylvania, Virginia, West Virginia)—Donna Garner, 215-861-4624 or Dickie Lynn Gronseth, 215-861-4656;

*Region IV* (Kentucky, Mississippi, North Carolina, Tennessee, Alabama, Florida, Georgia, South Carolina)—Cristino Rodriguez, 404-562-7900;

*Region V* (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)—Janice Ely, 312-886-3864;

*Region VI* (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)—Evelyn Glass, 214-767-3088;

*Region VII* (Iowa, Kansas, Missouri, Nebraska)—Elizabeth Curtis, 816-426-2924;

*Region VIII* (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)—Jill Leslie, 303-844-7856;

*Region IX* (Arizona, California, Hawaii, Nevada, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federal States of Micronesia, Republic of the Marshall Islands)—Nancy Mautone-Smith, 415-437-7984;

*Region X* (Alaska, Idaho, Oregon, Washington)—Janet Wildeboer, 206-615-2776.

Dated: March 16, 2005.

**Alma L. Golden,**

*Deputy Assistant Secretary for Population Affairs.*

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