

DEPARTMENT OF HEALTH AND HUMAN SERVICES

AGENCY: Office of Public Health and Science, Office of Population Affairs.

FUNDING OPPORTUNITY TITLE: Announcement of Availability of Funds for Ten Family Planning Regional General Training and Technical Assistance Projects.

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 June 30, 2008. Applications will be considered as meeting the deadline if they are received by the OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209. no later than 5 P.M. Eastern Time on the application due date. Applications that are electronically submitted through GrantSolutions.gov or Grants.Gov will be accepted until 11:00 P.M. Eastern Time on this date. Applications will not be accepted by fax, nor will the submission deadline be extended. The application due date requirement specified in this announcement supersedes 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 information on application submission mechanisms.

Executive Order 12372 comment due date: The State Single Point of Contact (SPOC) has 60 days from the application due date to submit any comments.

EXECUTIVE SUMMARY: This announcement seeks applications from public and private nonprofit entities to establish and operate one general training and technical assistance project in each of the ten Department of Health and Human Services (DHHS), Public Health Service (PHS) Regions. The purpose of the family planning general training program is to ensure that all levels of 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 \$4.7 million in Fiscal Year (FY) 2008 funds, inclusive of indirect costs, to support ten (10) Regional Family Planning General Training and Technical Assistance Centers (RTC), as authorized under section 1003 of the Public Health Service (PHS) Act. Successful applicants will 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 general training centers for each of the ten PHS regions.

Program Statute, Regulations, Guidelines, Legislative Mandates, and Program Priorities

Applicants should use the Title X legislation, regulations, Program Guidelines, legislative mandates, and other information included in this announcement, and in the application kit, to guide them in developing their applications.

Statute: 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).” Section 1003 of the Act, as amended, authorizes the Secretary of Health and Human Services to award grants to entities to provide training for personnel to carry out family planning service programs as authorized under Section 1001 of the Act. 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.”

Regulations and Program Guidelines: 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 consistent 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). In addition, any training regarding sterilization of clients as part of the Title X program should be consistent with 42 CFR part 50, subpart B (“Sterilization of Persons in Federally Assisted Family Planning Projects”). Copies of the Title X statute, regulations, and “Program Guidelines” can be obtained by contacting the OPHS Office of Grants Management, may be downloaded from the Office of Population Affairs (OPA) web site at <http://hhs.gov/opa> and are provided in the application kit.

Legislative Mandates: The following legislative mandates have been part of the Title X appropriations language for each of the last several years. In developing a proposal, the applicant should describe the specific training they will provide regarding these provisions, and how the training will assist Title X service providers with incorporating them in the delivery of services:

"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."

Program Priorities: Each year the Office of Family Planning (OFP) establishes program priorities that represent overarching goals for the Title X program. Applications should include content that addresses the 2008 Title X program priorities as they relate to the requirements of this training announcement, and should provide evidence of the applicant's capacity to address future program priorities, as they evolve. The 2008 program priorities are as follows:

1. Assuring ongoing, high quality, family planning and related preventive health services that will improve the overall health of individuals, with priority for services to individuals from low-income families;
2. Assuring access to a broad range of acceptable and effective family planning methods and related preventive health services that include natural family planning methods, infertility services, and services for adolescents; highly effective contraceptive methods; breast and cervical cancer screening and prevention services that correspond with nationally recognized standards of care; STD and HIV prevention education, counseling, testing, and referral; adolescent

- abstinence counseling; and other preventive health services. The broad range of services does not include abortion as a method of family planning;
3. Assuring compliance with State laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest;
 4. Encouraging participation of families, parents, and/or legal guardians in the decision of minors to seek family planning services; and providing counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities;
 5. Addressing the comprehensive family planning and other health needs of individuals, families, and communities through outreach to hard-to-reach and/or vulnerable populations, and partnering with other community-based health and social service providers that provide other needed services.

Other Key Issues: In addition to the Program Priorities, the following key issues have implications for Title X services projects, and should be considered in the training and technical assistance project plan:

1. Cost of contraceptives and other pharmaceuticals;
2. Efficiency and effectiveness in program management and operations;
3. Management and decision making through performance measures and accountability for outcomes;
4. Linkages and partnerships with community-based and faith-based organizations;
5. Addressing CDC's "Revised Recommendations for HIV Testing of Adults, Adolescents and Pregnant Women in Health Care Settings," and incorporating

- “ABC” concepts for HIV prevention counseling (that is, “A” for extramarital abstinence; “B” for be faithful in marriage or committed relationships; and “C” for correct and consistent condom use. For individuals at increased risk for contracting or transmitting HIV, the message should include “A”, “B”, and “C”;
6. The use of electronic technologies, such as electronic grants management capabilities, electronic health information infrastructures, electronic access to health quality information, and similar electronic systems;
 7. Data collection (such as the Family Planning Annual Report [FPAR]) for use in monitoring performance and improving family planning services;
 8. Service delivery improvement through translation into practice of research outcomes that focus on family planning and related population issues; and
 9. Utilizing practice guidelines and recommendations, developed by recognized national professional organizations and Federal agencies, in the provision of evidence-based Title X clinical services.

In addition, with respect to potential victims of commercial sexual exploitation, forced labor, and human trafficking, training should be provided that addresses the coordination with and use of referral arrangements to other providers of health care services, local health and welfare departments, hospitals, voluntary agencies, and health services projects supported by other federal programs. Examples might include organizations that address sexual exploitation, including screening for and developing indicators for commercial sexual exploitation, forced labor, and human trafficking. Assistance with this type of training might be facilitated through linkages and

partnerships with training and technical assistance providers with expertise in human trafficking awareness, victim identification, and service delivery.

II. AWARD INFORMATION:

The OPA/OFP anticipates awarding one Family Planning General Training and Technical Assistance project in each of the ten PHS regions, totaling approximately \$4.7 million in FY 2008 funds. 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. Grants will be funded in annual increments (budget periods) and may be approved for project periods of up to three years. Applicants should include a detailed budget for year one of the project period, and project total funding required for funding each subsequent year on the Standard Form (SF) 424 and SF424A included in the Form OPHS-1 “Grant Application.” Funding for all budget periods beyond the first year of the grant is contingent upon the availability of funds, satisfactory progress of the project, and adequate stewardship of federal funds.

Table I

| Region | States | Approximate Funding available |
|---------|-----------------------------|----------------------------------|
| I..... | CN, ME, MA, NH, RI, VT..... | \$385,000 |
| II..... | NJ, NY, PR, VI..... | \$600,000 |

| | | |
|-----------|---|-----------|
| III..... | DE, DC, MD, PA, VA, WV..... | \$505,000 |
| IV..... | KY, MS, NC, TN, AL, FL, GA, SC. | \$555,000 |
| V..... | IL, IN, MI, MN, OH, WI..... | \$515,000 |
| VI..... | AR, LA, NM, OK, TX..... | \$485,000 |
| VII..... | IA, KS, MO, NE..... | \$385,000 |
| VIII..... | CO, MT, ND, SD, UT, WY..... | \$405,000 |
| IX..... | AZ, CA, HI, NV, and the 6 U.S. Associated Pacific Jurisdictions. | \$460,000 |
| X..... | AK, ID, OR, WA..... | \$385,000 |

III. ELIGIBILITY INFORMATION:

1. Eligible Applicants: Any public or private nonprofit entity located in 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 this Title X family planning training and technical assistance grant.

2. Cost Sharing: None.

3. Other: Applicant organizations must demonstrate significant experience in the design, development, implementation, successful completion, and evaluation of health-related training activities. In addition, the successful applicant must demonstrate skill and experience in providing training to diverse, community-based entities, and should utilize linkages and partnerships to achieve success when necessary. The successful applicant will provide evidence of familiarity with family planning and related preventive health issues, including program management principles, information/education/ communication concepts, 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.

IV. APPLICATION AND SUBMISSION INFORMATION:

1. Address to Request Application Package: Application kits may be obtained electronically by accessing grants.gov at <http://www.grants.gov> or GrantSolutions at <http://www.grantsolutions.gov> . Application kit requests may also be made through the OPHS Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852; telephone 240-453-8822 or fax 240-453-8823. Instructions for use of the GrantSolutions system can be found on the OPA web site at <http://hhs.gov/opa> 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 and in the manner prescribed in the application kit. The application

narrative should be limited to 50 double-spaced pages using an easily readable serif typeface such as Times Roman, Courier, or GC Times, 12 point font. The page limit does not include budget; budget justification; required forms, assurances, and certifications as part of the OPHS-1; or appendices. 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, progress report for a continuing competitive application, or other supplemental information which supports the application. However, appendices are for supportive information only, and should be limited to only that which is necessary to support the application narrative. All information that is critical to the proposed project should be included in the body of the application. Appendices should be clearly labeled.

For all non-governmental applicants, documentation of non-profit status must be submitted as part of the application. Any of the following constitutes acceptable proof of such status:

- a. A reference to the Applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS code;
- b. A copy of a currently valid IRS tax exemption certificate;
- c. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;

d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status;

For local, nonprofit affiliates of State or national organizations, a statement signed by the parent organization indicating that the applicant organization is a local nonprofit affiliate must be provided in addition to any one of the above acceptable proof of nonprofit status.

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, or can 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

Applicants 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.

Applicant organizations should demonstrate significant expertise and experience in the design, development, implementation, and evaluation of family planning and health-related training activities. Applicants should also describe experience with successfully managing training resources, and working with other training entities,

consultants, service providers, and federal officials. Applicants should also demonstrate familiarity with general public health principles; standards of care for family planning and related preventive health issues; program management principles; fiscal issues germane to Title X providers; information/education/communication concepts; and evaluation strategies, including outcome evaluation.

The applicant should demonstrate willingness to work closely with other Title X-funded training projects, including the national training center, other regional training centers, the family planning male training center, and the clinical 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 Service Administration [HRSA] AIDS Education Training Centers [AETCs]; Centers for Disease Control and Prevention [CDC] Prevention Training Centers [PTCs]; Substance Abuse and Mental Health Service Administration [SAMHSA] Addiction Technology Transfer Centers [ATTCs]; Administration for Children and Families [ACF] Infant Adoption Awareness Training Program [IAATP]; Healthy Marriage Resource Center and Grantees; Office of Refugee Resettlement Division of Anti-Trafficking in Persons Grantees, and National Human Trafficking Resource Center, etc.), in order to maximize resources and achieve program objectives. The applicants should also demonstrate willingness and capacity to work with the CDC Infertility Prevention Program (IPP).

Applicants must provide evidence of relevant administrative, management, and training expertise and experience that will ensure successful completion of all component requirements of the project. The proposed program plan should fully describe a strategy

for each component, as well as an ongoing system for planning, monitoring, and evaluation. Goal statement(s) and related outcome objectives should be specific, measurable, achievable, realistic and time-framed (S.M.A.R.T.). The design of all training activities and materials, including all curricula and topic content, should be consistent with Title X statute, regulations, program guidelines, legislative mandates, and program priorities.

Successful applicants 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 emerging program needs during each year of the project period.

National Training Priorities for 2008

Each year the OPA/OFP establishes national training priorities based on nationally identified training needs. The OPA/OFP will provide the successful applicant with guidance for addressing the 2008 training priorities at the time of grant award. A portion of the total grant award will be earmarked for addressing 2008 training priorities, and a final budget will be negotiated between the successful applicant and the Regional Project Officer. The plan for addressing the training priorities must have approval of the Regional Project Officer and the OPA/OFP Central Office prior to implementation.

Knowledge, Skills, and Abilities

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 diverse backgrounds, as well as with persons of differing educational and physical abilities.

The proposal should demonstrate the applicant's expertise and ability to develop, implement, and evaluate training in the areas of information, education and communication; program management; and clinical service delivery. The training proposal should reflect an understanding of the training needs relevant to the various levels of Title X personnel, both clinical and non-clinical. 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;

- Increasing awareness of resources available through the Administration for Children and Families' (ACF) Healthy Marriage Initiative, and their relevance to clients served within the Title X system; and
- Increasing awareness of resources available to potential victims of commercial sexual exploitation, forced labor, and human trafficking by utilizing the ACF Anti-Trafficking in Persons Division and National Human Trafficking Resource Center, as well as coordination with and use of referral arrangements to other providers of health care services, local health and welfare departments, hospitals, voluntary agencies, and health services projects supported by other federal programs.

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;
- Enhancing the ability of family planning grantees to move toward utilization of electronic health records;
- 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 clinic staff (clinical and non-clinical providers) involved in health care delivery through continuing education and quality assurance activities;
- Clinical topics including current acceptable and effective contraceptive methods, including natural family planning methods, and other issues and technologies which affect family planning service delivery and which are consistent with evidence-based, nationally recognized standards of care;
- Improving Title X providers' understanding of 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; and
- Integrating HIV prevention activities into Title X services, including current CDC recommendations for HIV testing in health care settings.

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 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, and/or to better manage the project.

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 Regional Project Officer. All technical assistance provided with grant funds must have prior approval of the Regional 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 evaluation plan should include strategies for evaluating long-term outcomes that result in improvements in service delivery. The plan should include evaluation of the content of individual 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 an assessment of whether the expertise of the selected consultant matched the technical assistance needed, as well as whether the assistance resulted in the improved knowledge, skills, and/or abilities required.

3. Submission Dates and Times

Submission Mechanism: 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.

While applications are accepted in hard copy, the use of the electronic application submission capabilities provided by the Grants.gov and GrantSolutions.gov systems is encouraged. 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.

In order to apply for new funding opportunities which are open to the public for competition, applicants may access the Grants.gov website portal at <http://www.grants.gov> . All OPHS funding opportunities and application kits are made available on Grants.gov. If an applicant organization has/had a grantee business relationship with a grant program serviced by the OPHS Office of Grants Management, and is applying as part of ongoing grantee related activities, please access <http://www.GrantSolutions.gov> .

Electronic grant application submissions must be submitted no later than 11:00 P.M. Eastern Time on the deadline date specified in the DATES section of the announcement using one of the electronic submission mechanisms specified. All required hardcopy original signatures and mail-in items must be received by the Office of

Grants Management, Office of Public Health and Science (OPHS), Department of Health and Human Services (DHHS) c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, no later than 5:00 p.m. Eastern Time on the next business day after the deadline date specified in the DATES section of the announcement.

Hard copy applications must be received no later than 5:00 P.M. Eastern Time on the deadline specified in the Dates section of this 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. Application submissions that do not adhere to the due date requirements will be considered late and will be deemed ineligible.

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 Website Portal

The Grants.gov Website Portal provides organizations with the ability to submit applications for OPHS grant opportunities. Organizations must successfully complete the necessary registration processes in order to submit an application. Information about this system is available on the Grants.gov website, <http://www.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, must be submitted separately via mail to the Office of Grants Management at the address specified above, and if required, must contain the original signature of an individual authorized to act for the applicant agency, and the obligations imposed by the terms and conditions of the grant award. When submitting the required forms, do not send the entire application. Complete, hard-copy applications submitted after the electronic submission will not be considered for review.

Electronic applications submitted via the Grants.gov Website Portal must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. Any files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Excel or PowerPoint, Corel WordPerfect, ASCII Text, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only). Even though Grants.gov allows applicants to attach any file format as part of their application, OPHS restricts this practice and only accepts the file formats identified above. Any file submitted as part of the Grants.gov application that is not in a file format identified above will not be accepted for processing and will be excluded from the application during the review process.

All required mail-in items must be received by the due date requirements specified above. Mail-in items may include only publications, resumes, or organizational documentation. When submitting the required forms, do not send the entire application. Complete hard-copy applications submitted after the electronic submission will not be considered for review.

Upon completion of a successful electronic application submission via the Grants.gov Website 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 Website Portal will be validated by Grants.gov. Any applications deemed “Invalid” by the Grants.gov Website Portal will not be transferred to the GrantSolutions system, and OPHS has no responsibility for any application that is not validated and transferred to OPHS from the Grants.gov Website Portal. Grants.gov will notify the applicant regarding the application validation status. Once the application is successfully validated by the Grants.gov Website Portal, applicants should immediately mail all required hard copy materials to the OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, 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 GrantSolutions system for processing. Upon receipt of both the electronic application from the Grants.gov Website 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 Website Portal.

Applicants should contact Grants.gov regarding any questions or concerns regarding the electronic application process conducted through the Grants.gov Website Portal.

Electronic Submissions via the GrantSolutions System

OPHS is a managing partner of the GrantSolutions.gov system. GrantSolutions is a full life-cycle grants management system managed by the Administration for Children and Families (ACF), Department of Health and Human Services (HHS), and is designated by the Office of Management and Budget (OMB) as one of the three Government-wide grants management systems under the Grants Management Line of Business initiative (GMLoB). OPHS uses GrantSolutions for the electronic processing of all grant applications, as well as the electronic management of its entire Grant portfolio.

When submitting applications via the GrantSolutions system, applicants are still 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 and assume 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 (e.g., Program Certifications) with the original signature of an individual authorized to act for the applicant agency. When submitting the required hardcopy forms, do not send the entire application. Complete hard-copy applications submitted after the electronic submission will not be considered for review. Hard-copy materials should be submitted to the OPHS Office of Grants Management at the address specified above.

Electronic applications submitted via the GrantSolutions system must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. The applicant may identify specific mail-in items to be sent to the Office of Grants Management (see mailing address above) separate from the electronic submission; however, these mail-in items must be entered on the GrantSolutions Application Checklist at the time of electronic submission, and must be received by the due date requirements specified above. Mail-in items may include only publications, resumes, or organizational documentation.

Upon completion of a successful electronic application submission, the GrantSolutions 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 hard-copy original signatures, and mail-in items.

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 GrantSolutions system to ensure that all signatures and mail-in items are received.

Mailed or Hand-Delivered Hard Copy Applications

Applicants who submit applications 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 Office of Grants Management, Office of Public Health and Science (OPHS), Department of Health and Human Services (DHHS), c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, on or before 5:00 p.m. Eastern Time on the deadline date specified in the DATES section of the announcement. The application deadline date requirement specified in this announcement 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 240-453-8822.

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.

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 – Applicants should submit a one-page abstract of the application.

V. APPLICATION REVIEW INFORMATION:

1. Criteria: Eligible applications will be reviewed according to the following criteria:

1. The degree to which the project plan adequately provides for the requirements set forth in the Title X regulations at 42 CFR § 59.205, including the provision of an evaluation methodology to measure the effectiveness of training provided (25 points);

2. The administrative and management capability and competence of the applicant (20 points);
3. The extent to which the training program promises to fulfill the family planning services 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 staff;
 - (ii) Improvement of the family planning services delivery skills of family planning and health services personnel;
 - (iii) Improvement in the utilization and career development of paraprofessional and paramedical personnel 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 (15 points total for this section);
4. 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);
5. The competence of the project staff in relation 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 eligible application 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 by the Deputy Assistant Secretary for Population Affairs (DASPA) in consultation with the Regional Health Administrator (RHA) for the PHS Region. In making grant award decisions, one grant will be awarded to serve each region which best promotes the purposes of Sections 1001 (family planning services) and 1003 (family planning training) of Title X of the Public Health Service Act, within the limits of funds available for such projects. The final decision will take into account the reasonableness of the anticipated cost considering the available funding; the applicant's responsiveness to the requirements of this announcement; the likelihood that project activities will result in benefits expected; and, the applicant's experience and proposed work plan.

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 the Regional Project Officer assigned to the grant.

This grant will be awarded for a project period of up to three years. The grant 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, and the continued 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 Regional Project Officer in the applicable PHS Region. The Project Officer will review and approve the regional training plan, technical assistance requests, and plans for the use of regional resources as part of this grant. In addition, both the OPA/OFP and the 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.

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, all 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 nongovernmental sources.

Federal grant support must be acknowledged in any publication developed or training provided using Title X funds. All materials or publications developed or purchased with Title X funds must be consistent with the requirements of the program. The grantee will be expected to make available to the Family Planning National Training Center or to OPA/OFP all materials developed with Title X funds.

3. Reporting

Each year of the project period, the grantee is required to submit a non-competing application which includes an annual progress report, project work plan, budget, and budget justification 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 \$500,000 or more of Federal funds must undergo an independent audit in accordance with OMB Circular A-133.

Administrative and Budgetary Requirements

For application kits, submission of hard-copy applications, and information related to administrative and budgetary requirements, please contact the OPHS Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852; or by phone at 240-453-8822.

Program Requirements

For information related to family planning program requirements, contact the Regional Program Consultant in the applicable Region. (See below.)

VII. AGENCY CONTACTS

Region I: CT, ME, MA, NH, RI, VT

Kathleen Desilets, JFK Federal Building, Room 2100, Boston, MA 02203; ph: 617-565-1062; fax: 617-565-4265; kathleen.desilets@hhs.gov

Region II: NJ, NY, PR, VI

Robin Lane, 26 Federal Plaza, Room 38-100, New York, NY 10278; ph: 212-264-3935; fax: 212-264-9908; robin.lane@hhs.gov

Region III: DE, D.C., MD, PA, VA, WV

D. Lynn Gronseth, ph: 215-861-4656; fax: 215-861-4623 dickielynn.gronseth@hhs.gov ;
Pamela Kania, ph: 215-861-4649; fax: 215-861-4623 pamela.kania@hhs.gov; The
Public Ledger Building, 150 S. Independence Mall West, Suite 426, Philadelphia, PA
19106-3499

Region IV: KY, MS, NC, TN, AL, FL, GA, SC

Edecia Richards, Atlanta Federal Center, 61 Forsyth Street, S.W., Ste. 5B95, Atlanta, GA
30303-8909; ph: 404-562-7900; fax: 404-562-7899; edecia.richards@hhs.gov

Region V: IL, IN, MI, MN, OH, and WI

Tamara Cox, 233 North Michigan Avenue, Suite 1300, Chicago, IL 60601; ph: 312-353-2129; fax: 312-353-7800; tamara.cox@hhs.gov

Region VI: AR, LA, NM, OK, TX

Evelyn Glass, 1301 Young Street, Suite 1124, Dallas, TX 75202; ph: 214-767-3088;

fax: 214-767-3425; evelyn.glass@hhs.gov

Region VII: IA, KS, MO, NE

Delia Jones, Federal Office Building, Room S1801, 601 East 12th Street, Kansas City, MO 64106, ph: 816-426-2924, fax: 816-426-2178; delia.jones@hhs.gov

Region VIII: CO, MT, ND, SD, UT, WY

Jill Leslie, Federal Building, 4th Floor, 1961 Stout Street, Denver, CO 80294-3538; ph: 303-844-7856; fax: 303-844-2019; jill.leslie@hhs.gov

Region IX: AZ, CA, HI, NV, and the six U.S. Associated Pacific jurisdictions

Betty Chern-Hughes, U.S. Department of Health and Human Services, Office of Family Planning, 90 7th Street, Suite 5-100, San Francisco, CA 94103; ph: 415-633-5506; fax: 415-437-8004; betty.chern-hughes@hhs.gov

Region X: AK, ID, OR, WA

Marjie Witman, 2201 Sixth Avenue, M/S RX-29, Room 800, Seattle, WA 98121-2500; ph: 206-615-2501; fax: 206-615-2481; marjie.witman@hhs.gov

VIII. OTHER INFORMATION

There will be an opportunity for a technical assistance conference call to be held within one month after publication of this Notice. For more information regarding this

opportunity, including date, registration information, and how to join the call, please consult the OPA Web site at <http://hhs.gov/opa>.

Dated: April 28, 2008.

Susan Orr, PhD

Deputy Assistant Secretary for Population Affairs.