

DEPARTMENT OF HEALTH AND HUMAN SERVICES

AGENCY: Office of the Assistant Secretary for Health, Office of Population Affairs

FUNDING OPPORTUNITY TITLE: Announcement of Anticipated Availability of Funds for Family Planning Services Grants

ACTION: Notice

ANNOUNCEMENT TYPE: Initial Competitive Grant

CFDA NUMBER: 93.217

CFDA PROGRAM: Family Planning Services

DATES: Application due dates vary. To receive consideration, applications must be received by the Office of the Assistant Secretary for Health (OASH), Office of Grants Management (OGM) no later than the applicable due date listed in this announcement (Section IV. 3, Submission Dates and Times) and within the time frames specified in this announcement. All applications for this funding opportunity must be submitted electronically through Grants.gov, and must be received by 5:00 PM Eastern Time on the applicable due date.

All applicants must submit in this manner unless they obtain a written exemption from this requirement in advance of the deadline by the Director, OASH Office of Grants Management. Applicants must request an exemption in writing via email from the OASH Office of Grants Management, and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. If requesting a waiver, include the following in the e-mail request: the OASH announcement number; the organization's DUNS number; the name, address, and telephone number of the organization; the name and telephone number of the Project Director; the Grants.gov Tracking Number (GRANTXXXX) assigned to the submission; and a copy of the "Rejected with Errors" notification from Grant.gov. Send the request to ogm.oash@hhs.gov.

The OASH Office of Grants Management will only accept paper applications from applicants that received prior written approval. However, the application must be submitted by the deadline. No other submission mechanisms will be accepted. The application due date requirements, specified in this announcement, supersede the instructions in the application kit. Applications which do not meet the specified deadlines will be returned to the applicant unread. See the 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.

To ensure adequate time to successfully submit the application, OASH recommends that applicants register immediately in Grants.gov since the registration process can take up to one month. For information on registering for Grants.gov, refer to

<http://www.grants.gov> or contact the Grants.gov Contact Center 24 hours a day, 7 days a week (excluding Federal holidays) at 1-800-518-4726 or support@grants.gov.

Applicants are strongly encouraged to register multiple authorized organization representatives.

EXECUTIVE SUMMARY: The Office of Population Affairs (OPA) announces the anticipated availability of funds for Fiscal Year (FY) 2013 family planning services grants under the authority of Title X of the Public Health Service Act. This notice solicits applications for competing grant awards to serve the areas and/or populations listed in Table I. Only applications that propose to serve the areas and/or populations listed in Table I will be accepted for review and possible funding.

Although state agencies are eligible for funding under this announcement, the Title X statute specifically protects the right of local and regional entities to apply directly to the Secretary for a family planning services grant. While in some States, the practice has been to award a statewide grant, the Department recognizes that multiple awards in some instances, may best serve the statutory purposes. All qualified applications will be given equal consideration. Previous grantees will not be given priority for funding on the basis of their award history.

I. FUNDING OPPORTUNITY DESCRIPTION:

This funding opportunity announcement is being issued in anticipation of the appropriation of FY 2013 funds and is subject to all legislative requirements included in relevant appropriations law.

This announcement seeks applications from public and private nonprofit entities to establish and operate voluntary family planning services projects, which shall provide family planning services to all persons desiring such services, with priority for services to persons from low-income families. Local and regional public or private nonprofit entities may apply directly to the Secretary for a Title X family planning services grant under this announcement. Funding of applications that propose to rely on other entities to provide services will take into consideration the extent to which the applicant indicates it will be inclusive in considering all entities that are eligible to receive Federal funds to best serve individuals in need throughout the anticipated service area. Family planning services include clinical family planning and related preventive health services; information, education, and counseling related to family planning; and, referral services as indicated. Applicants should use the Title X legislation, applicable regulations, Program Guidelines, legislative mandates, OPA Program Instructions, program priorities, and other key issues included in this announcement and in the application kit, to guide them in developing their applications.

AUTHORITY: Section 1001 of the Public Health Service (PHS) Act.

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

Title X Statute and Regulations: Requirements regarding the provision of family planning services under Title X can be found in the statute (Title X of the Public Health Service Act, 42 U.S.C. 300 et seq.) and in the implementing regulations which govern project grants for family planning services (42 CFR part 59, subpart A). In addition, sterilization of clients as part of the Title X program must be consistent with 42 CFR part 50, subpart B (“Sterilization of Persons in Federally Assisted Family Planning Projects”). Title X of the Public Health Service Act authorizes the Secretary of Health and Human Services (HHS) to award grants for projects to provide family planning services to any person desiring such services, with priority given to individuals from low-income families. 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).” Title X regulations further specify “These projects shall consist of the educational, comprehensive medical, and social services necessary to aid individuals to determine freely the number and spacing of their children” (42 CFR §59.1). In addition, section 1001 of the statute requires that, to the extent practicable, Title X service providers shall encourage family participation in family planning services projects. Finally, section 1001 (b) assures the right of local and regional entities to apply directly to the Secretary for Title X grant funds. 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.”

Legislative Mandates: The following legislative mandates have been part of the Title X appropriations language for the last several years. This funding opportunity announcement assumes these provisions will be carried forward in FY 2013. Title X family planning services projects should include administrative, clinical, counseling, and referral services necessary to ensure adherence to these requirements.

- “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 of Health and Human Services 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 Guidelines: Additional operational guidance for projects funded under Title X can be found in the “Program Guidelines for Project Grants for Family Planning Services” (January 2001). As noted in OPA Program Instruction OPA 09-01, “Clinical Services in Title X Family Planning Clinics – Consistency with Current Practice Recommendations,” Title X family planning services providers are expected to provide clinical services that are consistent with current nationally recognized standards of care.

Copies of the Title X statute, regulations, legislative mandates, Program Guidelines, and Program Instructions may be downloaded from the Office of Population Affairs web site at <http://www.hhs.gov/opa/familyplanning>. These documents are also included in the application kit. All activities funded under this announcement must be consistent with the Title X statute, regulations, and legislative mandates, and are expected to be in compliance with the Program Guidelines and Program Instructions. For example, projects must meet the regulatory requirements set out at 42 CFR §59.5 regarding charges to clients. The funding criteria set out at 42 CFR §59.7 apply to all applicants under this announcement.

Program Priorities: Each year the OPA establishes program priorities that represent overarching goals for the Title X program. Program priorities derive from Healthy People 2020 Objectives and from the Department of Health and Human Services (HHS) priorities. Project plans should be developed that address the 2013 Title X program priorities, and should provide evidence of the project's capacity to address program priorities as they evolve in future years. The 2013 program priorities are as follows:

1. Assuring the delivery of quality family planning and related preventive health services, where evidence exists that those services should lead to improvement in the overall health of individuals, with priority for services to individuals from low-income families. This includes ensuring that grantees have the capacity to train staff throughout their Title X projects, and that project staff have received training on Title X program requirements;

2. Expanding access to a broad range of acceptable and effective family planning methods and related preventive health services in accordance with Title X program requirements and nationally recognized standards of care. These services include, but are not limited to, natural family planning methods, infertility services, services for adolescents, breast and cervical cancer screening, and sexually transmitted disease (STD) and HIV prevention education, testing, and referral. The broad range of services does not include abortion as a method of family planning;
4. Emphasizing the importance of discussing a reproductive life plan with all family planning clients, and providing preconception health services as a part of family planning services, as appropriate;
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 needed services; and
6. Identifying specific strategies for adapting delivery of family planning and reproductive health services to a changing health care environment including addressing provisions of the Affordable Care Act (ACA). This includes, but is not limited to, increasing the capacity of Title X service sites to utilize health information technologies that will enhance their ability to bill third party payers.

Key Issues: In addition to program priorities, the following key issues have implications for Title X services projects, and should be considered in developing the project plan:

1. Efficiency and effectiveness in program management and operations;
2. Patient access to a broad range of contraceptive options, including long acting reversible contraceptives (LARC), other pharmaceuticals, and laboratory tests;
3. Management and decision-making through performance measures and accountability for outcomes;
4. Linkages and partnerships with comprehensive primary care providers, HIV care and treatment providers, and mental health, drug and alcohol treatment providers;
5. Incorporation of CDC's "Revised Recommendations for HIV Testing of Adults, Adolescents and Pregnant Women in Health Care Settings;"
6. Data collection (such as the Family Planning Annual Report (FPAR)) for use in monitoring performance and improving family planning services;
7. Incorporation of research outcomes that focus on family planning service delivery;
8. Encouragement of vaccination of patients and health care personnel to protect against influenza.

III. AWARD INFORMATION

The President's Budget for Fiscal Year (FY) 2013 requests approximately \$297 million for the Title X Family Planning Program. Of this amount, the OPA intends to make available approximately \$94 million for competing Title X family planning services

grant awards in 27 states, populations, and/or areas. (See Table I, Section IV. 3, Submission Dates and Times, for competing areas and approximate amount of available funding.) The actual amount available will not be determined until enactment of the FY 2013 Title X appropriation. The amounts indicated in Table I are inclusive of indirect costs, and represent the total estimated amount available for the area/population to be served. The remaining FY 2013 Family Planning Services funds will be used for continued support of grants and activities which competed prior to FY 2013. This program announcement is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed, and funds can be awarded in a timely manner.

Grants will be funded in annual increments (budget periods) and will be awarded for a project period of up to three years, although shorter project periods may be awarded. 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.

Estimated Funds Available for Competition: \$94 million

Anticipated Number of Awards: 27 states, populations, and/or areas

Range of Awards: \$75,000-\$21 million

Anticipated Start Date: Varies; see Table I

Period of Performance: Not to exceed 3 years

Budget Period Length: 12 months

Type of Award: Grant

Type of Application Accepted: Electronic Only

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Any public or private nonprofit entity located in a State (which includes one of the 50 United States, 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. Even where states apply for a family planning services grant, local and regional entities may also apply directly to the Secretary for a family planning services grant under this announcement. A history of statewide applications for family planning services grants should not deter local and regional entities from applying directly to the Secretary for family planning services grants under this announcement. Faith-based organizations and American Indian/Alaska Native/Native American (AI/AN/NA) organizations are eligible to apply for Title X family planning services grants. Private nonprofit entities must provide proof of nonprofit status. See Section IV.2 for information regarding acceptable proof of nonprofit status.

2. Cost Sharing

Program regulations at 42 CFR §59.7(c) stipulate that “No grant may be made for an amount equal to 100 percent of the project's estimated costs.” Also, 42 CFR §59.7(b) states that “No grant may be made for less than 90 percent of the project's costs, as so estimated, unless the grant is to be made for a project that was supported, under section

1001, for less than 90 percent of its costs in fiscal year 1975. In that case, the grant shall not be for less than the percentage of costs covered by the grant in fiscal year 1975."

While there is not a fixed cost-sharing percentage or amount, projects must include financial support from sources other than Title X. The proposed project budget should reflect financial support in addition to Title X funds on both the Standard Form (SF) 424A, Budget Information, and in the budget justification. The amount and source(s) of these funds must be clearly identified separately from the requested Title X support as indicated on the SF 424A, as well as on the SF 424, Application for Federal Assistance. The OASH Office of Grants Management will review applications to ensure that the requested amount of Title X funding is in compliance with this business requirement.

3. Screening Criteria

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the screening criteria described below will **not** be reviewed and will receive **no** further consideration.

1. Applications must be submitted electronically via www.grants.gov (unless a waiver has been granted) no later than the applicable due date listed in this announcement (Section IV. 3, Submission Dates and Times) and within the time frames specified in this announcement.
2. The Project Narrative section of the application must be double-spaced, on the equivalent of 8 ½" x 11" inch page size, with 1" margins on both sides, and font size not less than 12 points

3. The Project Narrative must not exceed **65 double-spaced pages, and the total application, including appendices, may not exceed the equivalent of 150 pages when printed by OASH/OGM.** The page limit does not include budget; budget justification; required forms, assurances, and certifications.
4. The proposed budget must not exceed the amount indicated in Table I for the Service Area for which the application is being submitted.

4. Other

Awards will be made only to those organizations or agencies that have met all applicable requirements, and demonstrate the capability of providing the required 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/>.

If you have problems accessing the application or difficulty downloading, contact: Grant Operations Center, Office of Grants Management Operations Center, telephone 1-888-203-6161, or email ASH@LCGnet.com,

2. Content and Form of Application

Applications must be prepared using the forms and information provided in the Application kit.

The application narrative must be limited to no more than 65 double-spaced pages, and the total application, including appendices, may not exceed the equivalent of 150 pages when printed by OASH/OGM.

The Project Narrative must be double-spaced, on 8 ½" x 11" pages with 1" margins on both sides, and a font size of not less than 12 point. The applicant should use an easily readable serif typeface such as Times Roman, Courier, or GC Times. Smaller font sizes may be used to fill in the Standard Forms and Sample Formats. OASH will not accept applications with a Project Narrative that exceeds 65 pages. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 65-page limit, but all of the other sections noted below are included in the limit, but are counted within the 150 page limit.

All of the other sections noted below are included in the 150 page limit. All pages, charts, figures and tables should be numbered, and a table of contents provided. Applications that exceed 150 pages when printed by OASH/OGM will be deemed non-responsive and will not be considered under this funding announcement. It is recommended that applicants print out their applications before submitting electronically to ensure that they are within the 150-page limit.

Appendices may include curriculum vitae, organizational structure, examples of organizational capabilities, or other supplemental information which supports the application. Brochures and bound materials should not be submitted. Appendices are for supportive information only, and should be clearly labeled. All information that is critical to the proposed project should be included in the body of the application. The page limit

does not include budget; budget justification; required forms, assurances, and certifications.

For all non-governmental applicants, documentation of nonprofit 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 nonprofit status and that none of the net earnings accrue to any private shareholders or individuals; or
- d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status.

For local, nonprofit affiliates or 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.

Applications must include an 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.

The Office of the Assistant Secretary for Health (OASH) requires that all applications be submitted electronically via the Grants.gov portal. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review, unless a waiver has been granted.

You may access the Grants.gov website portal at <http://www.grants.gov>. All OASH funding opportunities and application kits are made available on Grants.gov.

Electronic grant application submissions must be submitted no later than 5:00 P.M. Eastern Standard Time on the deadline date specified in this announcement using the electronic mechanism specified.

Applications will not be considered valid until all electronic components are received by the OASH Office of Grants Management according to the details 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. This will aid in addressing any problems with submissions prior to the application deadline. Any files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Excel or PowerPoint, 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, OASH 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. The application must be submitted in a file format that can easily be

copied and read by reviewers. It is recommended that scanned copies not be submitted through Grants.gov unless the applicant confirms the clarity of the documents. Pages cannot be reduced resulting in multiple pages on a single sheet to avoid exceeding the page limitation. All documents that do not conform to the above will be excluded from the application during the review process.

Important Grants.gov Information

Electronic submission via Grants.gov is a two step process. 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 then will be validated by Grants.gov. Any applications deemed “Invalid” by the Grants.gov Website Portal will not be transferred to the OASH, and the OASH has no responsibility for any application that is not validated and transferred to OASH from the Grants.gov Website Portal. Grants.gov will notify the applicant regarding the application validation status.

You will initially receive a notice that your application has been received by Grants.gov and is being validated. Validation may take up to 2 business days. You will receive a notice via email when your application has been validated by Grants.gov and is ready for the OASH to retrieve and review. If your application fails validation it will **not** be accepted for review. **Therefore, you should submit your electronic application**

with sufficient time to ensure that it is validated in case something needs to be corrected.

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

- You may access the electronic application for this program on <http://www.grants.gov>. You must search the downloadable application page by the Funding Opportunity Number or CFDA number.
- At the <http://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. The OASH strongly recommends that you do not wait until the application due date to begin the application process through <http://www.grants.gov> because of the time involved to complete the registration process.
- All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and register in the Central Contractor Registry (CCR). You should allow a minimum of **five days** to complete the CCR registration. Grants.gov will reject submissions from applicants with nonexistent or expired CCR Registrations. You can register with the CCR online and it will take about 30 minutes (<http://www.ccr.gov>).

Each year organizations registered to apply for Federal grants through <http://www.grants.gov> will need to renew their registration with the Central Contractor Registry (CCR). According to the CCR Website <https://www.bpn.gov/ccr/default.aspx> it

can take 24 hours or more for updates to take effect, so potential applicants should **check for active registration well before the application deadline.**

■ Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) **or receive sub-awards directly from the recipients of those grant funds** to:

1. Be registered in the CCR prior to submitting an application or plan;
2. Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
3. Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until the applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier sub-award recipients must have a DUNS number at the time the sub-award is made.

- Since October 1, 2003, the Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data

Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. It is entered on the SF 424. It is a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is free and easy to obtain.

- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide:

https://www.whitehouse.gov/omb/grants/duns_num_guide.pdf .

Instructions are also available on the Grants.Gov web site as part of the registration process.

- You must submit all documents electronically, including all information included on the SF-424 and all necessary assurances and certifications.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the <http://www.grants.gov> compatibility information and submission instructions provided at <http://www.grants.gov> (click on “**Vista and Microsoft Office 2007 Compatibility Information**”).
- Your application must comply with any page limitation requirements described in this Program Announcement.

Application Content

Successful applicants will clearly describe the administrative, management, and clinical capability of the applicant organization. All services to be provided by the project

should be included as part of the program plan. The budget request and justification should directly reflect project activities.

Project Narrative

Proposed projects must adhere to all requirements of the Title X statute; applicable regulations, including regulations regarding sterilization of persons in federally-assisted family planning projects; and legislative mandates. Applicants are also expected to utilize Program Guidelines in developing the project plan. As indicated in the Title X regulations at 42 CFR §59.5(a)(7)-(9) and Program Guidelines, persons from a low-income family, with incomes that fall at or below 100% of the current Federal Poverty Guidelines (Federal Poverty Level, FPL), must not be charged except where third parties are authorized or legally obligated to pay. Charges to persons from a low-income family, with incomes that fall between 101% and 250% of the FPL should be charged based on a schedule of discounts with sufficient increments so that inability to pay does not present a barrier to services. The schedule of discounts should be developed based on a cost analysis of services provided.

Successful proposals will fully describe how the project will address Title X requirements, and should include the following:

1. A clear description of the need for the services proposed;
2. A description of the geographic area and population to be served;
3. Evidence that the proposed project will address the family planning needs identified;

4. Evidence that the applicant organization has experience in providing clinical health services, is specially qualified to deliver family planning services, and has the capacity to undertake the comprehensive clinical family planning and related preventive health services required, including offering a broad range of acceptable and effective family planning methods and services;
5. Evidence of experience in the particular service area and with the particular community to be served;
6. Evidence of familiarity with, and ability to provide services that include the following:
 - a. family planning and related preventive health issues as indicated in the Program Guidelines and program priorities;
 - b. services that are consistent with current, recognized national standards of care related to family planning, reproductive health, and general preventive health measures;
 - c. compliance with State laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest;
 - d. counseling techniques that encourage family participation in healthcare and reproductive decision-making of adolescents, and teach resistance skills for adolescents to avoid exploitation and/or sexual coercion;
7. A proposed schedule of discounts, or for applicants with multiple sub-recipients, a policy that is applicable to sub-recipients which meets the criteria set out in the Title X regulations at 42 CFR §59.5(a)(7)-(9), and in the Program Guidelines;

8. Evidence that the proposed services are consistent with the Title X statute; program regulations (including regulations regarding sterilization of persons in federally assisted family planning services projects); legislative mandates; and Program Guidelines;
9. Evidence that Title X funds will not be used in programs where abortion is a method of family planning;
10. Evidence that Title X project activities are separate and distinct from non-Title X activities;
11. A project plan which describes the services to be provided, the location(s) and hours of clinic operations, and projected number of clients to be served;
12. To the extent that the applicant will not provide all services directly, a description of the process used to select service sites and providers, including a description of eligible entities for funding as subrecipients.
13. A plan for providing community information and education programs which promote understanding of the objectives of the project and inform the community about the availability of services. The plan should include a strategy for maintaining records of information and education activities provided as part of the project;
14. A plan for an information and education advisory committee that is consistent with the Title X statute and regulations at 42 CFR §59.6, and that ensures that all information and education materials used as part of the project are current, factual, and medically accurate, as well as suitable for the population or community to which they will be made available;

15. Evidence that the Title X program priorities and key issues are addressed in the project plan;
16. A staffing plan which is reasonable and adheres to the Title X regulatory requirement that family planning medical services be performed under the direction of a physician with special training or experience in family planning. Staff providing clinical services (e.g., physicians, State recognized advanced practice nurses, physician assistants) should be licensed and function within the applicable professional practice acts for the State in which they practice;
17. Goal statement(s) and related outcome objectives that are specific, measurable, achievable, realistic and time-framed (S.-M.-A.-R.-T);
18. Evidence that the applicant has a plan to facilitate access to the following:
 - a. Required clinical services, if not provided by the applicant; comprehensive primary care services; and/or
 - b. Other needed health and social services for clients served in the Title X funded family planning project. This includes evidence of formal agreements for referral services, and collaborative agreements with other service providers in the community, where appropriate;
19. Evidence of the capability to collect and report the required program data for the Title X annual data collection system, the Family Planning Annual Report (FPAR);
20. Evidence of a system for ensuring quality family planning services, including:
 - a. A process for ensuring compliance with program requirements, and

- b. A methodology for ensuring that health care practitioners have the knowledge, skills, and attitudes necessary to provide effective, quality family planning and related preventive health services that are consistent with current, evidence-based national standards of care. This should include training of select health care practitioners by the Clinical Training Center for Family Planning (CTCFP), and utilizing clinical training opportunities available through National Training Centers.

Budget and Budget Justification

The proposal should include a budget and budget justification narrative for year one of the project that is detailed, reasonable, adequate, cost efficient, and derived from proposed activities. Budget projections for each of the continuing years should be included on the Standard Forms 424 and 424A. Applications whose proposed Federal budgets exceed the amount indicated in Table I for the area to be served will be considered nonresponsive and will not be accepted for review.

3. Submission Dates and Times

Competing grant applications are invited for the following areas identified in Table I (please note, in order to maximize access to family planning services, one or more grants may be awarded for each area listed within the total amount indicated for the area).

The deadline for the submission of applications under this program announcement is listed in the table below. Applications must be submitted electronically by 5:00 P.M. Eastern Standard Time.

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration, except as delineated in the “Dates” section of this announcement. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or with <http://www.grants.gov>. Grants.gov can take up to 48 hours to notify you of the status of your submission.

Unsuccessful submissions will require authenticated verification from <http://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <http://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the cut off date.

Grants.gov (<http://www.grants.gov>) will automatically send applicants a tracking number and date of receipt verification electronically once the application has been successfully received and validated in <http://www.grants.gov>.

TABLE I

Region	Service Area	Application Due Date	Project Start Date	Estimated Funds Available
I	New Hampshire	10/1/2012	12/31/2012	\$1,535,898
	Vermont	10/1/2012	12/31/2012	\$800,329
	Rhode Island	10/1/2012	12/31/2012	\$1,138,691
II	New York (New York City)	4/1/2013	6/30/2013	\$4,075,393
	New Jersey	10/1/2012	12/31/2012	\$8,968,815
III	Maryland	12/31/2012	3/31/2013	\$4,111,717
	Virginia	12/31/2012	3/31/2013	\$4,499,174
	Pennsylvania (Southeastern)	4/1/2013	6/30/2013	\$5,535,214
IV	Mississippi	4/1/2013	6/30/2013	\$4,714,254
V	Ohio (Cleveland)	12/31/2012	3/31/2013	\$2,461,135
	Illinois	10/1/2012	12/31/2012	\$1,320,307
VI	Oklahoma (Eastern OK, including the cities of Tulsa and Oklahoma City)	9/28/2012	12/1/2012	\$549,995
	Texas	12/31/2012	3/31/2013	\$14,544,893
VII	Iowa	4/1/2013	6/30/2013	\$3,012,372
	Iowa	7/1/2013	9/1/2013	\$1,333,003
VIII	Montana	4/1/2013	6/30/2013	\$2,147,941
	Colorado	4/1/2013	6/30/2013	\$3,751,132
IX	Arizona	10/1/2012	12/31/2012	\$4,955,000
	Navajo Nation	4/1/2013	6/30/2013	\$528,000
	Arizona (Gila River Indian Community)	4/1/2013	6/30/2013	\$300,000
	Nevada (Douglas County)	4/1/2013	6/30/2013	\$75,000
	California	10/1/2012	12/31/2012	\$20,336,320
	Guam	4/1/2013	6/30/2013	\$350,000
	Republic of the Marshall Islands	4/1/2013	6/30/2013	\$134,000
	Republic of Palau	4/1/2013	6/30/2013	\$145,000
X	Idaho	4/1/2013	6/30/2013	\$1,824,185
	Alaska (Anchorage, Juneau, Soldotna, Sitka)	4/1/2013	6/30/2013	\$1,130,275

4. Intergovernmental Review

Applications 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 submission to the relevant SPOC. The SPOC should forward any comments to the Department of Health and Human Services, 1101 Wootton Parkway, Suite 700, Rockville, MD 20852. The SPOC has 60 days from the due date as listed in Table I of this announcement to submit any comments. For further information, contact the OASH 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 OASH grants are outlined in the following documents: 2 CFR § 220 (OMB Circular A- 21, for Institutions of Higher Education); 2 CFR § 225 (OMB Circular A–87, for State, Local, and Indian Tribal Governments); 2 CFR § 230 (OMB Circular A–122, for 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/circulars/html>.

In order to claim indirect costs as part of a budget request, an applicant must have an indirect cost rate which has been negotiated with the Federal Government. The Health and Human Services Division of Cost Allocation (DCA) Regional Office that is applicable to your State can provide information on how to receive such a rate. A list of DCA Regional Offices is included in the application kit for this announcement.

Salary Limitation:

The Consolidated Appropriations Act, 2012 (P.L. 112-74) enacted December 23, 2011, limits the salary amount that may be awarded and charged to OASH grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under an OASH grant or cooperative agreement.

As an example of the application of this limitation: If an individual's base salary is \$350,000 per year plus fringe benefits of 25% (\$87,500) and that individual is devoting 50% of their time to this award, their base salary should be adjusted to \$179,700 plus fringe of 25% (\$44,925) and a total of \$112,312.50 may be included in the project budget and charged to the award in salary/fringe benefits for that individual. See the breakdown below:

Individual's actual base full time salary: \$350,000 50% of time will be devoted to project	
Direct salary	\$175,000
Fringe (25% of salary)	\$43,750
Total	\$218,750

Amount that may be claimed on the application budget due to the legislative salary limitation:	
Individual's base full time salary adjusted to Executive Level II: \$179,700	
50% of time will be devoted to the project	
Direct salary	\$89,850
Fringe (25% of salary)	\$22,462.50
Total amount	\$112,312.50

Appropriate salary limits will apply as required by law.

6. Other Submission Requirements

Applicants must include a written statement in the application certifying that, if funded, their Title X Family Planning Services Project will encourage family participation in the decision of minors to seek family planning services, and that they will provide counseling to minors on how to resist attempts to coerce minors into engaging in sexual activities.

V. APPLICATION REVIEW INFORMATION

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

Within the limits of funds available for these purposes, grants may be awarded for the establishment and operation of those projects which will best promote the purposes of section 1001 of Title X of the Public Health Service Act, taking into account:

- a. The degree to which the project plan adequately provides for the requirements set forth in the Title X regulations at 42 CFR part §59, subpart A (20 points);
- b. The extent to which family planning services are needed locally (20 points);
- c. The adequacy of the applicant's facilities and staff. For applicants that will not provide all services directly, the extent to which the applicant will consider all

- qualified entities eligible to receive federal funds in providing services throughout the service area (20 points);
- d. The number of patients, and, in particular, the number of low-income patients to be served (15 points);
 - e. The capacity of the applicant to make rapid and effective use of the Federal assistance. Applicants excluding existing or other willing sub-recipients based on factors unrelated to the ability of sub-recipients to effectively serve patients must demonstrate/explain how they propose to use the federal assistance to provide high quality family planning services as (or more) effectively to the patient populations. (10 points);
 - f. The relative availability of non-Federal resources within the community to be served and the degree to which those resources are committed to the project (10 points); and
 - g. The relative need of the applicant (5 points).

2. Review and Selection Process

OASH is responsible for facilitating the process of evaluating applications and setting funding levels according to the criteria set forth in 42 CFR §59.7(a). Eligible applications will be reviewed by a panel of independent reviewers and will be evaluated based on the criteria listed above. The results of this review panel will be provided to the Regional Health Administrator (RHA), with copies to the Deputy Assistant Secretary for Population Affairs (DASPA) and the Assistant Secretary for Health (ASH), and used as part of the funding process. In addition to the independent review panel, Federal staff

will review each application for programmatic, budgetary, and grants management compliance.

Although state agencies are eligible for funding under this announcement, the Title X statute specifically protects the right of local and regional entities to apply directly to the Secretary for a family planning services grant. While in some States, the practice has been to award a statewide grant, the Department recognizes that multiple awards in some instances, may best serve the statutory purposes. All qualified applications will be given equal consideration. Previous grantees will not be given priority for funding on the basis of their award history.

Awards (single or multiple for an area or population listed in Table I) will be made for approximately the amount listed pending the enactment of an FY 2013 appropriation.

Final award decisions will be made by the RHA for the applicable Public Health Service Region in consultation with the DASPA and the ASH or their designees.

Grant awards will be made to those projects which best promote the purposes of section 1001 of the Public Health Service Act, within the limits of funds available for such projects.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

OASH will not release information about individual applications during the review process. When final funding decisions have been made, each applicant will be

notified of the outcome. Unsuccessful applicants will be notified by letter. The official document notifying an applicant that a project application has been approved for funding is the Notice of Award (NOA), approved by the Director of the OASH 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 to be contributed by the grantee to project costs. Grantees should pay specific attention to the terms and conditions of the award as indicated on the NOA, as some may require a time-limited response. The NOA will also identify the Grants Management Specialist and Program Project Officer assigned to the grant.

2. Administrative and National Policy Requirements

In accepting the grant 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.

In addition, recipients must comply with all terms and conditions outlined in their grant awards, the Department of Health and Human Services (HHS) Grants Policy Statement, requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable, as well as any requirements or limitations in any applicable appropriations acts.

Grant funds may only be used to support activities outlined in the approved project plan. The successful applicant will be responsible for the overall management of activities within the scope of the approved project plan. The OASH 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 OASH mission to protect and advance the physical and mental health of the American people.

Federal grant support must be acknowledged in any publication developed using Title X funds. All 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 all materials developed with Title X funds as requested by other Title X projects.

Trafficking in Persons

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.hhs.gov/opa/grants/trafficking_in_persons_award_condition.html. If you are unable to access this link, please contact the Grants Management Specialist identified in this funding opportunity announcement to obtain a copy of the term.

3. Reporting

Each year of the project period, the grantee is required to submit a Family Planning Annual Report (FPAR). The information collections (reporting requirements) and format for this report have been approved by the Office of Management and Budget (OMB) and assigned OMB No. 0990-0221 (Expires 1/31/2014).

The FPAR contains a brief organizational profile and 14 tables to report data on family planning users, service use, and revenue for the reporting year. The FPAR

instrument and instructions can be found on the OPA Web site at <http://hhs.gov/opa>, and are included in the application kit for this announcement.

Each year of the approved project period, grantees are required to submit a noncompeting application which includes a progress report for the current budget year, and work plan, budget and budget justification for the upcoming year. Additionally, after the completion of each budget period, grantees will be required to submit a comprehensive progress report, detailing the activities completed in the previous budget year.

Financial Reporting

Grantees are required to submit quarterly and annual Federal Financial Reports (FFR). Reporting schedules will be issued as a condition of grant award. Grantees that receive \$500,000 or greater of Federal funds must also undergo an independent audit in accordance with OMB Circular A-133.

Ensuring an Accurate Family Planning Service Site Database

In order to maintain an accurate record of current Title X service sites, grantees must provide timely notice (within 30 days) to the Office of Population Affairs (OPA) through its website contractor, as well as to the appropriate HHS regional office, of any deletions, additions, or changes to the name, location, address and contact information for Title X grantees and subrecipients. All changes will then be reviewed and approved by the relevant HHS regional office prior to being posted on the OPA website.

FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

VII. AGENCY CONTACTS

Administrative and Budgetary Requirements and Program Requirements:

For information related to administrative and budgetary requirements, contact the OASH Office of Grants Management grants specialist for the applicable region as listed below. For information on program requirements, contact the regional program consultant for the region in which services are needed.

Region	Administrative and Budgetary Requirements	Family Planning Program Requirements
I (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)	Jessica Shields 240-453-8822 jessica.shields@hhs.gov	Kathy Desilets 617-565-1062 kathleen.desilets@hhs.gov
II (New Jersey, New York, Puerto Rico, Virgin Islands)	Jessica Shields 240-453-8822 jessica.shields@hhs.gov	Delores Stewart 212 264-3935 delores.stewart@hhs.gov
III (Delaware; Washington, DC; Maryland; Pennsylvania; Virginia; West Virginia)	Jessica Shields 240-453-8822 jessica.shields@hhs.gov	Dickie Lynn Gronseth 215-861-4656 dickielynn.gronseth@hhs.gov
IV (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina,	Eleanor Walker 240-453-8822 eleanor.walker@hhs.gov	Edecia Richards 404-562-7900 edecia.richards@hhs.gov

Tennessee)		
V (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)	Eleanor Walker 240-453-8822 eleanor.walker@hhs.gov	Tamara Cox 312-886-2129 tamara.cox@hhs.gov
VI (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)	Jessica Shields 240-453-8822 jessica.shields@hhs.gov	Betty Chern-Hughes 214-767-3088 betty.chern-hughes@hhs.gov
VII (Iowa, Kansas, Missouri, Nebraska)	Eleanor Walker 240-453-8822 eleanor.walker@hhs.gov	Nancy Miller 816-426-2825 nancy.miller@hhs.gov
VIII (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming),	Robin Fuller 240-453-8822 robin.fuller@hhs.gov	Jill Leslie 303-844-7856 jill.leslie@hhs.gov
IX (Arizona, California, Hawaii, Nevada, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, Republic of the Marshall Islands)	Robin Fuller 240-453-8822 robin.fuller@hhs.gov	Rebecca Meece 415-437-8403 rebecca.meece@hhs.gov
X (Alaska, Idaho, Oregon, Washington)	Robin Fuller 240-453-8822 robin.fuller@hhs.gov	Marjie Witman 206-615-2501 marjie.witman@hhs.gov

VIII. Other Information

1. Application Elements

- a. SF 424 – Application for Federal Assistance
- b. SF 424A – Budget Information
- c. Separate Budget Narrative/Justification
- d. SF 424B – Assurances. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
- e. Lobbying Certification
- f. Proof of non-profit status, if applicable

- g. Copy of the applicant's most recent indirect cost agreement, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.
- h. Project Narrative with Work Plan
- i. Organizational Capability Statement and Vitae for Key Project Personnel
- j. Letters of Commitment from Key Partners, if applicable
- k. Other Submission Requirements: Written statement of certifications

A technical assistance conference call will be held within one month after publication of this Funding Opportunity in Grants.gov. For more information regarding this opportunity, including date, registration information, and how to join the call, please consult the OPA Web site at <http://www.hhs.gov/opa>.

Marilyn J. Keefe, MPH [DATE]
Deputy Assistant Secretary for Population Affairs