

**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**

**FUNDING OPPORTUNITY NUMBER: PA-FPH-18-001**

**CFDA NUMBER: 93.217**

**CFDA PROGRAM: Family Planning Services**

**DATES:**

Non-binding Letters of Intent: We are requesting non-binding letters of intent. Your letter of intent is due within 45 days of the date of this FOA.

Technical Assistance: A technical assistance webinar will take place within 30 days of the date of this FOA. Please visit [www.hhs.gov/opa](http://www.hhs.gov/opa) for more information.

**Please be sure to review the entire announcement promptly so you can have any questions answered well in advance of the application due date.**

Applications: Your application is due May 24, 2018 by 6 p.m. Eastern Time. To receive consideration, you must submit your application electronically via Grants.gov no later than this due date and time. If you do not submit your application by the specified deadline, we will return

it to you unread. You must submit electronically via Grants.gov unless you obtain a written exemption from this requirement 2 business days in advance of the deadline from the Director, HHS/Office of the Assistant Secretary for Health (OASH) Office of Grants Management (OGM). To obtain an exemption, you must request one via email from the HHS/OASH OGM, and provide details as to why you are technologically unable to submit electronically through Grants.gov. Your request should be submitted at least 4 business days prior to the application deadline to ensure your request can be considered prior to 2 business days in advance of the deadline. If you request an exemption, include the following in your e-mail request: the HHS/OASH announcement number; your organization's DUNS number; your organization's name, address and telephone number; the name and telephone number of your Authorizing Official; the Grants.gov Tracking Number (for example, GRANT####) assigned to your submission; and a copy of the "Rejected with Errors" notification from Grants.gov. Send the request with supporting documentation to [ogm.oash@hhs.gov](mailto:ogm.oash@hhs.gov). Note: failure to have an active System for Account Management (SAM) registration prior to the application due date will not be grounds for receiving an exemption to the electronic submission requirement. Failure to follow Grants.gov instructions to ensure software compatibility will not be grounds for receiving an exemption to the electronic submission requirement.

**The HHS/OASH OGM will only accept applications via alternate methods (hardcopy paper via U.S. mail or other provider or PDF via email) from applicants obtaining prior written approval. If you receive an exemption, you must still submit your application by the deadline. Only applications submitted through the Grants.gov portal or alternate format (hardcopy paper via U.S. mail or other service or PDF via email) with an approved written exemption will be accepted. See Section D.7 (“Other Submission Requirements”) 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. For more information on the SPOC see section D.4 Intergovernmental Review.

**To ensure adequate time to successfully submit your application, HHS/OASH recommends that you register as early as possible 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](mailto:support@grants.gov).

**Your organization is strongly encouraged to register multiple authorized organization representatives in Grants.gov to ensure someone is available to submit your application.**

**EXECUTIVE SUMMARY:** The Office of Population Affairs announces the anticipated availability of funds for Fiscal Year 2018 grant awards under the authority of Title X of the Public Health Service Act. This notice solicits applications from entities to provide Title X family planning services throughout the service areas identified in Table I. The Office of Population Affairs intends to make available approximately \$260 million for competing grants in 60 service areas and/or populations. The actual amount available will not be determined until enactment of the FY 2018 federal budget. While there is not a fixed cost-sharing percentage or amount, entities must have financial support from sources other than Title X. The proposed budget should reflect financial support in addition to Title X funds on both the Standard Form (SF) 424A, Budget Information for Non-Construction Programs, and in the budget narrative.

This notice solicits applications from public and private nonprofit entities, including comprehensive primary care providers, hospitals, health collaboratives, and women's health

centers to establish and operate voluntary family planning projects to serve the areas and/or populations listed in Table I. We encourage all qualified applicants, especially those proposing innovative strategies to increase the number of clients served or the quality of services, to apply. HHS seeks a broad competition for Title X grant awards to provide a diversity of options for clients with the intention of improving overall service provision, increasing the number of clients served, and expanding the breadth of services available in the states, territories and throughout the regions. Family planning services include services for both men and women as they plan their families. Such services include postponing, preventing, achieving, or facilitating the spacing of pregnancy. Family planning services also include infertility services, health screenings and exams, lab tests and related health services which are important to family planning and male and female reproductive health, improving the likelihood of a healthy pregnancy and birth, should conception occur. Family planning services also include information, education, and counseling related to family planning; and referral services as indicated.

All activities funded under this announcement must be in compliance with the Title X statute, as well as the program regulations and legislative mandates, as applicable. Copies of the Title X statute, regulations, and legislative mandates may be downloaded from the Office of Population Affairs web site at <http://www.hhs.gov/opa>.

HHS/OASH encourages applicants to review all program requirements, eligibility information, application format and submission information, evaluation criteria and other information in this funding announcement to ensure that their applications comply with all requirements and instructions.

#### **A. PROGRAM DESCRIPTION:**

This announcement seeks applications from public and private nonprofit entities to

establish and operate voluntary family planning services projects, which includes family planning services for both men and women as they plan their families. Such services include postponing, preventing, achieving, or facilitating the spacing of pregnancy. Family planning services also include infertility services, health screenings and exams, lab tests and related health services which are important to family planning and male and female reproductive health, improving the likelihood of a healthy pregnancy and birth, should conception occur. Family planning services also include information, education, and counseling related to family planning; and referral services as indicated. Family planning services under this grant will give priority to those from low-income families. An applicant may propose a family planning service project that either is comprised of a single provider or a group of partnering providers who deliver coordinated and comprehensive family planning services. If not providing all services directly, the applicant must have documented the process and selection criteria it will use for providing an opportunity to receive subawards to qualified entities eligible to receive federal funds in providing services throughout the service area to meet the needs of project beneficiaries. Single providers who have developed expertise in one family planning approach or method may be partners in a broader proposal that offers a broad range of family planning methods. The application shall ensure that if family planning services are provided by contract or other similar arrangements with actual providers of services, services will be provided in accordance with a plan which establishes rates and method of payment for medical care. These payments must be made under agreements with a schedule of rates and payment procedures maintained by the grantee. The grantee must be prepared to substantiate, that these rates are reasonable and necessary. Each project should offer core family planning services that include:

- **A Sexual health assessment** which ascertains current risk in light of sexual history and current behavioral practices. A sample is available at the CDC website.

<https://npin.cdc.gov/publication/guide-taking-sexual-history>.

- **Introduction and access to tools for a personal family planning, fertility, and reproductive life plan**, which informs decision-making and is important to client-provider communication. A reproductive life plan outlines personal goals about becoming pregnant: <https://www.cdc.gov/preconception/planning.html>.
- **Family planning services** which offer a broad range of acceptable and effective family planning methods and services (including natural family planning methods - also called fertility awareness), and which includes pregnancy testing and counseling, as indicated. The broad range of services does not include abortion as a method of family planning.
- **Health screenings** which are preventive and/or diagnostic in nature and which help clients achieve preconception health; offering at least STD screenings and treatment and cervical and breast cancer screenings; and may also include other services including, but not limited to preventive health, mental health assessments, and risk behavior screenings.
- **Health information, education, and counseling** with an optimal health outcome as the desired goal for the client. Optimal health refers to the best possible outcomes for an individual's physical, emotional, and social health.
- **Referral services** available to clients from a network of formalized linkages among community partners, as indicated.

#### Program Statute, Regulations, Legislative Mandates, , 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.). Applicants must comply with these requirements. Applicants must also comply with the regulations which govern grants for family planning services (42 CFR part 59,

subpart A), as applicable. 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 to entities to provide family planning services to those desiring such services, with priority given to persons from low-income families. Therefore, in order to ensure that all prospective low income clients are able to access services, no charge will be made for services to persons from a low-income family except to the extent that payment will be made by a third party, including a government agency, which is authorized to or is under legal obligation to pay this charge.

In addition, family planning medical services will be performed under the direction of a physician with special training or experience in family planning and each family planning project must refer to other medical facilities when medically indicated, including in medical emergencies.

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.)” (Natural family planning methods are also now known as Fertility Awareness Based Methods.) We encourage applications for all methods, especially those that add to the breadth and variety of methods offered in a service area, in particular those with a holistic vision of health and those historically underrepresented in the Title X program.

An important part of family planning includes supporting the overall health of clients who may seek to become parents in the future. Therefore, each Title X project should ensure that family planning is contextualized within a holistic conversation of health, with the project

optimally offering primary health services onsite, or having robust referral linkages to primary health providers in close proximity to the Title X site. Section 1001 of the statute requires that, to the extent practicable, Title X entities which receive grants or contracts under this subsection shall encourage family participation in family planning services projects. *This requirement applies throughout the program, extending to all individuals, couples and families seeking Title X services, as practicable, always being mindful of the health, safety, and best interest of the client.*

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, “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 2018. Title X family planning services should include administrative, clinical, counseling, and referral services as well as training of staff 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 PHS 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 PHS Act shall be exempt from any State law requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, or incest.”

OPA expects every project shall comply with applicable state laws in the proposed service



area and will have project-wide monitoring and reporting policies related to child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking. These policies will include details related to annual staff training on policy and protocols, how policies will be implemented and monitored, always ensuring a clear understanding of the reporting process. In addition, any teen who presents with an STD, pregnancy, or any suspicion of abuse will be subject to preliminary screening to rule out victimization of a minor. Such screening is required for any individual who is under the age of consent in the state of the proposed service area.

Copies of the Title X statute, regulations, and legislative mandates may be downloaded from the Office of Population Affairs web site at <http://www.hhs.gov/opa>. All activities funded under this announcement must be in compliance with the Title X statute, as well as the program regulations and legislative mandates, as applicable.

***Program Priorities:*** Each year the OPA establishes program priorities that represent overarching goals for the Title X program. Program priorities derive from the Department of Health and Human Services (HHS) priorities. Applicants should provide evidence of their capacity to address program priorities. The FY 2018 program priorities are as follows:

1. Assuring innovative high quality family planning and related health services that will improve the overall health of individuals, couples and families, with priority for services to those of low-income families, offering, at a minimum, core family planning services enumerated earlier in this Funding Announcement. Assuring that projects offer a broad range of family planning and related health services that are tailored to the unique needs of the individual, that include natural family planning methods (also known as fertility awareness based methods) which ensure breadth and variety among family planning methods offered, infertility services, and services for adolescents; breast and cervical

- cancer screening and prevention of STDs as well as HIV prevention education, counseling, testing, and referrals;
2. Assuring activities that promote positive family relationships for the purpose of increasing family participation in family planning and healthy decision-making; education and counseling that prioritize optimal health and life outcomes for every individual and couple; and other related health services, contextualizing Title X services within a model that promotes optimal health outcomes for the client.
  3. Ensuring that all clients are provided services in a voluntary, client-centered and non-coercive manner in accordance with Title X regulations.
  4. Promoting provision of comprehensive primary health care services to make it easier for individuals to receive both primary health care and family planning services preferably in the same location, or through nearby referral providers, and increase incentive for those individuals in need of care choosing a Title X provider.
  5. Assuring compliance with State laws requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, incest, intimate partner violence, and human trafficking;
  6. 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; and
  7. Demonstrating that Title X activities are separate and clearly distinct from non-Title X activities, ensuring that abortion is not a method of family planning for this grant
  8. Use of OPA performance metrics to regularly perform quality assurance and quality improvement activities.

**Key Issues:** In addition to program priorities, the following key issues should be

considered in developing the project plan:

1. Efficiency and effectiveness in program management and operations;
2. Management and decision-making and accountability for outcomes;
3. Cooperation with community-based and faith-based organizations;
4. Meaningful collaboration with subrecipients and documented partners in order to demonstrate a seamless continuum of care for clients;
5. A meaningful emphasis on education and counseling that communicates the social science research and practical application of topics related to healthy relationships, to committed, safe, stable, healthy marriages, and the benefits of avoiding sexual risk or returning to a sexually risk-free status, especially (but not only) when communicating with adolescents;
6. Activities for adolescents that do not normalize sexual risk behaviors, but instead clearly communicate the research informed benefits of delaying sex or returning to a sexually risk-free status.
7. Emphasis on the voluntary nature of family planning services;
8. Data collection (such as the Family Planning Annual Report (FPAR)) for use in monitoring performance and improving family planning services.

**AUTHORITY: Section 1001 of the Public Health Service Act**

## **B. FEDERAL AWARD INFORMATION**

The Office of Population Affairs intends to make available approximately \$260 million for competing grants. HHS intends to provide broad and expanded service coverage throughout all of the service areas listed below, with special emphasis on removing current gaps in service.

Applicants may propose in a single application to serve any combination of service areas or subset of a single service area listed. Applicants should use Table I – Estimated Funds Available as a guide when developing proposals. The final funding amount will not be determined until enactment of the FY 2018 federal budget. 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.

*Award Information*

We will fund grants in annual increments (budget periods) and generally for a project period of up to 3 years, although we may approve shorter project periods. Funding for all approved budget periods beyond the first year of the grant is generally level with the initial award amount however, applicants may propose up to a 2% increase for each budget year beyond the proposed year 1 budget amount, and is contingent upon the availability of funds, satisfactory progress of the project, adequate stewardship of Federal funds, and the best interests of the Government.

*Award Information*

Estimated Federal Funds Available: \$260,000,000 (see Table 1 below)

Anticipated Number of Awards: 100

Award Ceiling (Federal Funds including indirect costs): \$22,000,000 per budget period

(See Table 1 below)

Award Floor (Federal Funds including indirect costs): \$150,000 (See Table 1 below)

Anticipated Start Date: 9/1/2018

Period of Performance: Not to exceed 3 years, 9 months

Budget Period Length: 9 to 12 months

Type of Award: Grant

Type of Application Accepted: Electronic via Grants.gov **ONLY unless an exemption is granted**

Funds Available by Service Area

(Note: HHS intends to fund services in all areas listed. Award decisions will be based on the quality of applications received (as stated in the Application Review Information section starting on pg. 43) and eligibility of applicants (as stated in the Eligibility Information section starting on pg. 15).

Local and regional entities are assured the right to apply.)

Table 1

<b>Service Area—FY 2018</b>	<b>Estimated Funds Available</b>
<b>US States and the District of Columbia</b>	
Alabama (entire state)	\$5,488,000
Alaska (entire state)	\$1,689,000
Arizona (entire state)	\$5,219,000
Arkansas (entire state)	\$4,153,000
California (entire state)	\$20,686,000
Colorado (entire state)	\$3,728,000
Connecticut (entire state)	\$2,564,000
Delaware (entire state)	\$1,165,000
The District of Columbia	\$1,310,000
Florida (entire state)	\$10,750,000
Georgia (entire state)	\$8,262,000
Hawaii (entire state)	\$2,284,000
Idaho (entire state)	\$1,813,000
Illinois (entire state)	\$8,183,000
Indiana (entire state)	\$5,070,000
Iowa (entire state)	\$4,159,000
Kansas (entire state)	\$2,615,000

Kentucky (entire state)	\$5,607,000
Louisiana (entire state)	\$4,717,000
Maine (entire state)	\$2,035,000
Maryland (entire state)	\$4,111,000
Massachusetts (entire state)	\$6,127,000
Michigan (entire state)	\$7,613,000
Minnesota (entire state)	\$3,251,000
Mississippi (entire state)	\$4,700,000
Missouri (entire state)	\$5,032,000
Montana (entire state)	\$2,093,000
Navajo region	\$477,000
Nebraska (entire state)	\$2,150,000
Nevada (entire state)	\$3,334,000
New Hampshire (entire state)	\$1,523,000
New Jersey (entire state)	\$8,815,000
New Mexico (entire state)	\$3,304,000
New York (entire state)	\$14,159,000
North Carolina (entire state)	\$7,523,000
North Dakota (entire state)	\$1,062,000
Ohio (entire state)	\$8,905,000
Oklahoma (entire state)	\$4,456,000
Oregon (entire state)	\$3,138,000
Pennsylvania (entire state)	\$13,475,000
Rhode Island (entire state)	\$1,125,000
South Carolina (entire state)	\$5,855,000
South Dakota (entire state)	\$1,083,000
Tennessee (entire state)	\$6,948,000
Texas (entire state)	\$13,947,000
Utah (entire state)	\$2,030,000
Vermont (entire state)	\$797,000
Virginia (entire state)	\$4,520,000
Washington (entire state)	\$4,008,000
West Virginia (entire state)	\$2,392,000
Wisconsin (entire state)	\$3,630,000
Wyoming (entire state)	\$886,000
<b>US Territories and the Pacific Jurisdictions</b>	
Puerto Rico (entire territory)	\$3,366,000
U.S. Virgin Islands (entire territory)	\$876,000
American Samoa (entire territory)	\$287,000
Commonwealth of the Northern Mariana	\$192,000

Islands (entire territory)	
Federated States of Micronesia (entire jurisdiction)	\$344,000
Guam (entire territory)	\$301,000
Republic of the Marshall Islands (entire jurisdiction)	\$134,000
Republic of Palau (entire jurisdiction)	\$146,000

## **C. 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. 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.

### *2. Cost Sharing or Matching*

Program regulations stipulate that projects must identify additional sources of funding and not rely solely upon Title X grant funds.

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's budgets 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.

The cost sharing requirements outlined above are waived for any grant made to the 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.

### *3. Other Eligibility Information*

#### **Application Responsiveness Criteria**

We will review your application to determine whether it meets the following responsiveness criteria. If your application does not meet the responsiveness criteria, we will remove it from the competition and it will not be reviewed.

The applicant appears to have demonstrated:

- evidence that a broad range of acceptable and effective family planning methods and services (including natural family planning methods, infertility services, and services for adolescents), informational, educational, social, and referral services related to family planning will be provided as stipulated in 42 CFR 59.5;
- evidence of cost-sharing as described in this announcement; if applicable; and
- evidence that, if not providing all services directly, the applicant has documented the process and selection criteria it will use for providing an opportunity to receive subawards to qualified entities eligible to receive federal funds in providing services throughout the service area to meet the needs of project beneficiaries.

#### **Application Disqualification Criteria**

If you successfully submit an application, we will screen it to assure a level playing field for all applicants. If we determine your application fails to meet the criteria described below we will disqualify it, that is, it will **not** be reviewed and will receive **no** further consideration.

- a) You must submit your application electronically via [www.grants.gov](http://www.grants.gov) (unless an exemption



was granted 2 business days prior to the deadline) by the date and time indicated in the DATES section of this announcement.

- b) If you successfully submit multiple applications from the same organization for the same project, we will only review the last application received by the deadline.
- c) HHS/OASH/OGM deems your application eligible according to section C.1 *Eligible Applicants*.
- d) Your 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 all sides (top, bottom, left and right) and font size not less than 12 points.
- e) Your Project Narrative must **not** exceed 65 pages. NOTE: The following items do not count toward the page limit: all required forms, including SF-424, SF-424A, SF-424B, SF-LLL, Project Abstract Summary, and Budget Narrative (including budget tables).
- f) Your total application, including the Project Narrative plus Appendices, must **not** exceed 150 pages. NOTE: items listed in “e” immediately above do not count toward total page limit.
- g) Your application meets the **Application Responsiveness Criteria** outlined above.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package**

You may obtain an application package electronically by accessing Grants.gov at <http://www.grants.gov/>. You can find it by searching on the CFDA number shown on page 1 of this funding opportunity announcement. If you have problems accessing the application or difficulty downloading, contact:

Office of Grants Management

Phone: 240-453-8822

Email: [ogm.oash@hhs.gov](mailto:ogm.oash@hhs.gov)

## 2. Content and Form of Application Submission

### i. Letter of Intent

We are requesting non-binding letters of intent. Your letter of intent is due within 45 days of the date of this FOA and should be directed to the program office: DASPA, Office of Population Affairs, 1101 Wootton Parkway, Ste 700, Rockville, MD 20852.

If you plan to apply for this funding opportunity, you should submit a letter of intent as early as possible, but no later than the **deadline indicated in the DATES section of this announcement**. Although you are not required to submit a letter of intent, the information that it contains allows HHS/OASH to estimate the potential review workload and plan the review. A letter of intent is not binding, and is not part of the review of a subsequent application. Your letter of intent should include a descriptive title of your proposed project, the name, street address, email address, and telephone number for the designated authorized representative of your organization, and the FOA number and title of this announcement.

### ii. Application Format

Your application must be prepared using the forms and information provided in the online application package.

**The Project Narrative, and total application including appendices, must adhere to the page limit indicated in Application Disqualification Criteria listed in Section C.**

**You must double-space the Project Narrative pages.**

You should use an easily readable typeface, such as Times New Roman or Arial. You *must* use 12-point font. You may single-space tables or use alternate fonts but you must ensure the tables are easy to read. **The page limit does not include the Budget Narrative (including**

**budget tables), required forms, assurances, and certifications as described in the Application Disqualification Criteria.** Please do not number pages or include a table of contents. Our grants management system will generate page numbers once your application is complete.

**If your application exceeds the specified page limits for the Project Narrative or Project Narrative plus Appendices when printed on 8.5” X 11” paper by HHS/OASH/OGM, we will not review it. We recommend you print out your application before submitting electronically to ensure that it is within the page limits and is easy to read.**

#### Appendices

Submit all appendix content as a single acceptable file. Your Appendices should include any specific documents under the heading “Appendices” in the Application Content section of this funding opportunity announcement. Your documents should be easy to read. You should use the same formatting specified for the Project Narrative. However, documents such as resumes/CVs, organizational charts, tables, or letters of commitment may use formatting common to those documents, but the pages must be easy to read. All of your appendices must be uploaded as a single, consolidated file in the Attachments section of your Grants.gov application.

#### Project Abstract Summary

You must complete the Project Abstract Summary form provided in the application package. 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 and program summary documents. If your project is funded, HHS may publish information from your form; therefore, do not include sensitive or proprietary information.

#### Budget Narrative

The Budget Narrative should use the formatting required of the Project Narrative for the explanatory text. Budget tables may be single-spaced but should be laid out in an easily-readable format and within the printable margins of the page.

iii. Application Content

Successful applications will contain the following information:

**Project Narrative**

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for an award under this announcement. The Project Narrative should provide a clear and concise description of your project. HHS/OASH recommends that your project narrative include the following components:

Successful applicants will clearly describe the administrative, management, and clinical capability of the applicant organization. All services to be provided, should be included as part of the plan.

Your narrative should address how you will comply with the Title X statute, as well as the Title X program regulations, regulations regarding sterilization of persons in federally-assisted family planning projects, and legislative mandates, as applicable. Your narrative should discuss processes in place to ensure those from low-income families, with incomes that fall at or below 100% of the current Federal Poverty Guidelines (Federal Poverty Level, FPL), will not be charged except where third parties are authorized or legally obligated to pay. Where there is legal obligation or authorization for third party reimbursement, including public or private sources, all reasonable efforts you will employ to obtain third party payment without the application of any discounts.

The Project Narrative of successful applicants will also address or provide:

1. A clear description of the need for the services provided and a detailed description of the geographic area and population to be served;
2. Evidence that proposed projects will address the family planning needs of the full population in the service area to be covered;
3. Evidence of experience in the particular service area and with the particular community to be served;
4. Evidence that proposed projects have experience in providing clinical health services, are qualified to deliver family planning services, and have the capacity to undertake family planning and related health services required in statute and regulation, including a broad range of acceptable and effective family planning methods, natural family planning methods, infertility services and services for adolescents. A complete list of the family planning methods offered as part of the project should be included. Projects may consist of a single provider or a group of partnering providers who deliver coordinated and comprehensive family planning services. Each project should offer core family planning services as described earlier in this Funding Announcement. Each project must provide the full array of required services under this grant.
5. Evidence of familiarity with, and ability to provide services that include the following:
  - family planning and related health issues;
  - services that are consistent with standards of care related to family planning, adolescent health, and general preventive health measures for HIV, STDs, etc.;
  - compliance with State laws applicable in the proposed service area requiring notification or the reporting of child abuse, child molestation, sexual abuse, rape, intimate partner violence, human trafficking, or incest;

- counseling techniques that encourage family participation in the decision of minors to seek family planning services, and incorporate resistance skills for minors to resist/avoid exploitation and/or sexual coercion; and
  - counseling techniques that encourage family participation for all clients, including the involvement of parents, spouses or family where practicable, mindful of the health, safety, and best interest of the client.
6. For the proposed schedule of discounts provided in the Appendices, a description of how the schedule of discounts was developed; or for applicants with multiple subrecipients, 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). (Title X regulations require that the schedule of discounts be applied to all services provided to individuals with family income between 101-250% of the Federal Poverty Level (directly by the grantee and/or through the subrecipient) as part of the proposed projects as described in the application).
  7. Evidence that the proposed services are consistent with the Title X statute, as well as the program regulations, and regulations regarding sterilization of persons in federally assisted family planning services projects, and legislative mandates, as applicable;
  8. Evidence that Title X funds will not be used in programs where abortion is a method of family planning;
  9. Evidence that Title X activities are separate and distinct from non-Title X activities;
  10. A plan for providing community information and education programs which promote understanding about the availability of services. The plan should include a strategy for maintaining records of information and education activities;
  11. A plan for an information and education advisory committee that is consistent with the

Title X statute and regulations and that ensures that all information and education materials are current, factual, and medically accurate, as well as suitable for the population or community to which they will be made available;

12. Evidence that the Title X program priorities and key issues outlined above in this announcement are addressed in the project plan;
13. To the extent that the applicant will not provide all services directly, a description of the process and selection criteria used or to be used to select service sites and providers, including a description of eligible entities for funding as subrecipients.
14. 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. Evidence that staff providing clinical services (e.g., physicians, State-recognized advanced practice nurses, physician assistants) will be licensed and function within the applicable professional practice acts for the State in which they practice.
15. Goal statement(s) and related outcome objectives that are specific, measurable, achievable, realistic and time-framed (S.-M.-A.-R.-T);
16. Evidence, including signed referral agreements with relevant referral agencies, that the applicant has a plan to facilitate access to the following:
  - all required clinical services, provided according to a schedule of rates that are reasonable and necessary as required by 42 CFR 59.5;
  - comprehensive primary care services, if not provided by the project, and
  - other needed health and social services for clients served in the Title X funded family planning projects, such as HIV care and treatment services.
17. 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),

18. Evidence of a system for ensuring quality family planning services, including:

- a process for ensuring compliance with program requirements;
- defined performance measures, including an agreement to measure those provided to successful grantees upon notification of award, and a process for systematically assessing the quality of services provided throughout the defined projects; and 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 and which include core family planning services, as enumerated early in this Funding Announcement. This will include training of select health care practitioners by OPA, and may utilize other clinical training opportunities available through OPA.

19. Evidence that the applicant has ability to bill third party commercial insurance carriers and Medicaid in accordance with Title X requirements; and the ability to facilitate enrollment of clients into Medicaid.

### **Budget Narrative**

You must complete the required budget forms and submit a budget narrative with detailed justification as part of your application. You must enter the project budget on the Budget Information Non-construction Programs standard form (SF 424A) according to the directions provided with this standard form. The budget narrative consists of a detailed line-item budget that includes calculations for all costs and activities by "object class categories" identified on the SF-424A and justification of the costs. You must indicate the method you are selecting for your indirect cost rate. See Indirect Costs below for further information.



Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient to verify the calculations. If matching or cost sharing is required, you must include a detailed listing of any funding sources identified in box 18 of the SF-424 (Application for Federal Assistance).

Please be sure to carefully review section D.6 Funding Restrictions for specific information regarding allowable, unallowable, and restricted costs.

You must provide an object class category budget using Section B, box 6 of the SF 424A for the first year of the proposed project. Provide a budget justification, which includes explanatory text and line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

For subsequent budget years, provide a summary narrative and line item budget. For categories or items that differ significantly from the first budget year, provide a detailed justification explaining these changes. Note, **do not** include costs beyond the first budget year in the object class budget in box 6 of the SF- 424A or box 18 of the SF-424; the amounts entered in these sections should only reflect the first budget year.

Your budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and/or product. For example, the budget narrative should define the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective. For example, if you are proposing to provide services to clients, you should describe how many clients are you expecting to serve, the unit cost of serving each client, and how this is cost effective.

Use the following guidelines for preparing the detailed object class budget required by box 6 of the SF-424A. The object class budget organizes your proposed costs into a set of

defined categories outlined below. Both federal and non-federal resources (when required) must be detailed and justified in the budget narrative. "Federal resources" refers only to the HHS/OASH funds for which you are applying. "Non-federal resources" are all other non-HHS/OASH federal and non-federal resources. We recommend you present budget amounts and computations in a columnar format: first column, object class categories; second column, federal funds requested; third column, non-federal resources; and last column, total budget.

*Sample Budget Table*

Object Class	Federal Funds	Non-federal Resources	Total Budget
Personnel	\$100,000	\$25,000	\$125,000

Note, subrecipient/contract and consultant detailed costs should all be included in those specific line items, not in the overall project object class line items, i.e., subrecipient travel should be included in the Contractual line item not in Travel.

Object Class Descriptions and Required Justifications

Personnel Description: Costs of staff salaries and wages, excluding benefits.

Personnel Justification: Clearly identify the project director or principal investigator, if known at the time of application. Provide a separate table for personnel costs detailing for each proposed staff person: the title; full name (if known at time of application), time commitment to the project as a percentage or full-time equivalent; annual salary and/or annual wage rate; federally funded award salary; non-federal award salary, if applicable; and total salary. No salary rate may exceed the statutory limitation in effect at the time you submit your application (see D.6 Funding Restrictions, *Salary Limitation* for details). Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be

financed by the applicant. Contractors and consultants should not be placed under this category.

*Sample Personnel Table*

Position Title and Full Name	Percent Time	Annual Salary	Federally- funded Salary	Non- federal Salary	Total Project Salary
Project Director, John K. Doe	50%	\$100,000	\$50,000	\$0	\$50,000
Data Assistant, Susan R. Smith	10%	\$30,000		\$3,000	\$3,000

**Fringe Benefits Description:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

**Fringe Benefits Justification:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

**Travel Description:** Costs of travel by staff of the applicant organization only.

**Travel Justification:** For each trip proposed for applicant organization staff only, show the date of the proposed travel, total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. **Do not** include travel costs for subrecipients or contractors.

**Equipment Description:** "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired.

Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation,

shall be included in or excluded from acquisition cost in accordance with your organization's regular written accounting practices.)

**Equipment Justification:** For each type of equipment requested you must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition; include this with your Budget Narrative file. Reference the policy in this justification and include the policy copy in your Budget Narrative file (not your appendices).

**Supplies Description:** Costs of all tangible personal property other than those included under the equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

**Supplies Justification:** Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

**Contractual Description:** Costs of all contracts or subawards for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts or subawards with subrecipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This line item is not for individual consultants.

**Contractual Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR § 75.329 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and

exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR § 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to HHS/OASH.

Note: Whenever you intend to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each subrecipient/contractor, by agency title, along with the same supporting information referred to in these instructions. If you plan to select the subrecipients/contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultants; insurance; professional services (including audit charges); space and equipment rent; printing and publication; training, such as tuition and stipends; participant support costs including incentives, staff development costs; and any other costs not addressed elsewhere in the budget.

Other Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Costs Description: Total amount of indirect costs. This category has one of two methods that an applicant may select. You may only select one.

- 1) Your organization currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency. You should enclose a copy of the current approved rate agreement in your Budget Narrative file. If you request a rate that is less than allowed, your authorized representative must submit a signed acknowledgement that the organization is accepting a lower rate than allowed.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

This method only applies if you have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. If you are waiting for approval of an indirect cost rate, you may request the 10% de minimis. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs to the award.

**Indirect Costs Justification:** Provide the calculation for your indirect costs total, i.e., show each line item included in the base, the total of these lines, and the application of the indirect rate. If you have multiple approved rates, indicate which rate as described in your approved agreement is being applied and why that rate is being used. For example, if you have both on-campus and off-campus rates, identify which is being used and why.

**Program Income Description:** Program income means gross income earned by your organization that is directly generated by this project if funded except as provided in 45 CFR § 75.307(f). Program income includes but is not limited to income from fees for services performed or the use or rental of real or personal property acquired under the award. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also 45 CFR §§

75.307, 75.407 and 35 U.S.C. §§ 200-212 (applies to inventions made under Federal awards).

Program Income Justification: Describe and estimate the sources and amounts of Program Income that this project may generate if funded. Unless being used for cost sharing, if applicable, these funds should not be added to your budget. This amount should be reflected in box 7 of the SF-424A.

Non-Federal Resources Description: Amounts of non-federal resources that will be used to support the project as identified in box 18 of the SF-424. For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306. For awards that require matching by statute, you will be held accountable for projected commitments of non-federal resources in your application budgets and budget justifications by budget period or by project period for fully-funded awards, even if the justification by budget period, or by project period for fully-funded awards, exceeds the amount required. Your failure to provide the required matching amount may result in the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports. For awards that do not require matching or cost sharing by statute or regulation, where "cost sharing" refers to costs of a project in addition to Federal funds requested that you voluntarily propose in your budget, if your application is successful, we will include this non-federal cost sharing in the approved project budget and you will be held accountable for the non-federal cost-sharing funds as shown in the Notice of Award (NOA). Your failure to provide voluntary cost sharing of non-federal resources that have been accepted by HHS/OASH as part of the approved project costs and that are shown as part of the approved project budget in the NOA may result in the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports. Note, you will not

receive any preference, priority, or special consideration in the funding process for voluntarily including non-Federal cost sharing in your proposed budget.

Non-federal Resources Justification: You must provide detailed budget information for every funding source identified in box 18. "Estimated Funding (\$)" on the SF-424. Provide this documentation as part of your Budget Narrative file, not your Appendices.

You must fully identify and document in your application the specific costs or contributions you propose in order to meet a matching requirement. You must provide documentation in your application on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully-funded awards).

If your application does not include the required supporting documentation, it will not be disqualified from competitive review; however, it may impact your score under the evaluation criteria in Section V.1 of this announcement.

#### Plan for Oversight of Federal Award Funds

You must include a plan for oversight of federal award funds which describes:

- how your organization will provide oversight of federal funds and how award activities and partner(s) will adhere to applicable federal award and programmatic regulations.
- the organizational systems that demonstrate effective control over and accountability for federal funds and program income, compare outlays with budget amounts, and provide accounting records supported by source documentation.
- for any program incentives proposed, the specific internal controls that will be used to ensure only qualified participants will receive them and how they will be tracked.



- organizational controls that will ensure timely and accurate submission of Federal Financial Reports to the OASH Office of Grants Management and Payment Management Services as well as timely and appropriate withdrawal of cash from the Payment Management System.

## **Appendices**

**All items described in this section will count toward the total page limit of your application.**

**You must submit them as a single electronic file uploaded to the Attachments section of your Grants.gov application.**

### **Work Plan**

Your Work Plan should reflect, and be consistent with, the Project Narrative and Budget Narrative, and must cover all years of the project period. However, each year's activities should be fully attainable in one budget year. You may propose multi-year activities, as well as activities that build upon each other, but each phase of the project must be discreet and attainable within a single budget year. Your Work Plan should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks, action steps, or products that will be pursued or developed to achieve the goal and outcome(s). For each major task of each year, action step, or product, your work plan should identify the timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Your Work Plan should also include a clinic list with name, location, operation schedule (time and days), services offered, and projected number of clients, and the projection of low income clients to be served by the site as well as an organizational chart.

### **Schedule of Discounts**

A schedule of discounts, based on ability to pay, is required for those from families with incomes between 101-250% of the Federal Poverty Level. For those from families whose income exceeds 250% of the Federal Poverty Level, charges must be made in accordance with a schedule of fees designed to recover the reasonable cost of providing services. The applicant will include in the appendix section, a schedule of discounts for their projects and the methodology for how they will develop this schedule. If the applicant proposes to have the subrecipient(s) develop their own schedule(s) of discounts, the applicant should include guidance on how the schedule(s) of discounts are developed and how it intends on monitoring subrecipient development and implementation of the schedule of discounts.

### **Coverage Map**

You should include a coverage map of the areas to be served indicating the location of proposed Title X service sites.

### **List of Services, Tests, and Family Planning Methods**

You should include a detailed list of all services, tests, and family planning methods proposed to be provided.

### **Letters of Commitment from Subrecipient and Referral Organizations and Agencies**

You should include signed Letters of Commitment for all organizations and entities that have been specifically named as a subrecipient or referral entity to carry out any aspect of the project. The signed letters of commitment *must detail* the specific role and resources that will be provided (if any), or activities that will be undertaken, in support of the applicant. The organization's expertise, experience, and access to the targeted population(s) should also be described in the letter of commitment.

Letters of commitment are not the same as letters of support. Letters of support

are letters that are general in nature that speak to the writer's belief in the capability of an applicant to accomplish a goal/task. Letters of support also may indicate an intent or interest to work together in the future, but they lack specificity. You should NOT provide letters of support, and letters of support such as this will not be considered during the review.

### **Curriculum Vitae/Resume for Key Project Personnel**

You must submit with your application curriculum vitae and/or resumes of all key personnel. Key Personnel includes those individuals who will oversee the technical, professional, and managerial functions and/or assume responsibility for assuring the validity and quality of your organization's program. This includes at a minimum the Principal Investigator/Project Director and Program Manager/Program Coordinator.

### **3. Unique Entity Identifier and System for Award Management (SAM)**

- You are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal awards through Grants.gov. 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.
- You will find instructions on the Grants.Gov web site as part of the organization registration process at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- Your organization must register online in the System for Award Management (SAM). **Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations.**

- A quick start guide for registrants is available at [https://www.sam.gov/sam/transcript/Quick Guide for Grants Registrations.pdf](https://www.sam.gov/sam/transcript/Quick%20Guide%20for%20Grants%20Registrations.pdf).  
You should allow a *minimum* of five days to complete an initial SAM registration. Allow up to 10 business days *after you submit* your registration for it to be active in SAM.
- If your organization is already registered in SAM, you must renew your SAM registration *each* year. Organizations registered to apply for Federal awards through <http://www.grants.gov> will need to *renew* their registration in SAM.
- You should make sure your SAM registration information is accurate, especially your organization's legal name and physical address including your ZIP+4. Should you successfully compete and receive an award, this information must be included on a Notice of Award. For instructions on updating this information see [https://gsafsd.service-now.com/fsd-gov/answer.do?sysparm\\_kbid=c3d982af6fb8d5006f348d412e3ee47e](https://gsafsd.service-now.com/fsd-gov/answer.do?sysparm_kbid=c3d982af6fb8d5006f348d412e3ee47e).
- It may take 24 hours or more for SAM updates to take effect in Grants.gov, so if you plan to apply for this funding opportunity or think you might apply, you should *ensure your organization's registration is active in SAM well before the application deadline and will be active through the competitive review period*.
- If you are successful and receive an award, you must maintain an active SAM registration with current information at all times during which your organization has an active award or an application or plan under consideration by an HHS agency.

HHS/OASH cannot make an award until you have complied with these requirements. In accordance with 2 CFR § 25.205, at the time an award is ready to be made, if you have

not complied with these requirements, HHS/OASH:

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

Should you successfully compete and receive an award, all first-tier sub-award recipients must have a DUNS number at the time you, the recipient, make a sub-award.

#### 4. Submission Dates and Times

You must submit your application for this funding opportunity by **the date and time indicated in the DATES section of this announcement**. Your submission time will be determined by the date and time stamp provided by Grants.gov when you **complete** your submission.

**If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration.** 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 a successful or rejected submission. You are better off having a less-than-perfect application successfully submitted and under consideration than no application.

If your submission fails due to a system problem with Grants.gov, we may consider your application if you provide verification from Grants.gov indicating system problems existed at the time of your submission **and that time was before the submission deadline**. A “system problem” does not include known issues for which Grants.gov has posted instructions regarding how to successfully submit an application such as compatible Adobe versions or file naming conventions. **As the applicant, it is your responsibility to review all instructions available on Grants.gov regarding successfully submitting an application.**

## 5. 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, you should discuss the project with the State Single Point of Contact (SPOC) for the State in which your organization is located. The current listing of the SPOCs is available at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc).

The SPOC should forward any comments to the Department of Health and Human Services 1101 Wootton Parkway, Suite 550, Rockville, MD 20852. The SPOC has 60 days from the due date listed in this announcement to submit any comments. For further information, contact the HHS/OASH Office of Grants Management at 240-453-8822.

## 6. Funding Restrictions

Direct and Indirect Costs proposed and if successful, charged to the HHS/OASH award must be allowable, reasonable, necessary, and allocable in accordance with Department regulations and policy effective at the time of the award. Current requirements are codified at 45 CFR part 75 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.” These requirements apply to you, the applicant, *and* any subrecipients. You should thoroughly review these regulations before developing your proposed budget.

Indirect costs may be included per 45 CFR § 75.414. See the Budget Narrative section of this announcement for more information. To obtain a negotiated indirect cost rate with the Federal Government you may contact the U.S. Department of Health and Human Services Cost Allocation Services (CAS) regional office that is applicable to your State. CAS regional contact information is available at <https://rates.psc.gov/fms/dca/map1.html>.

*Pre-Award Costs:*

Pre-award costs are not allowed.

*Salary Rate Limitation:*

Each year's appropriations act limits the salary rate that you may be awarded and charge to HHS/OASH grants and cooperative agreements. Award funds should not be budgeted to pay the salary of an individual at a rate in excess of Executive Level II. As of January 7, 2018, the Executive Level II salary of the Federal Executive Pay scale is \$189,600. 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 rate limitation also applies to subawards/subcontracts under an HHS/OASH award.

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 \$189,600, their direct salary would be \$94,800 (50% FTE), fringe benefits of 25% would be \$23,700, and a total of \$116,875 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 <i>actual</i> 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 rate limitation:**

Individual's base full time salary *adjusted* to Executive Level II: \$189,600 50% of time will be devoted to the project

Direct salary	\$94,800
Fringe (25% of salary)	\$23,700
Total amount	\$118,500

**Appropriate salary rate limits will apply as required by law.**

7. Other Submission Requirements

*Electronic Submission*

**HHS/OASH requires that all applications be submitted electronically via the Grants.gov portal unless an exemption has been granted.** If you submit an application via any other means of electronic communication, including facsimile or electronic mail, it *will not* be accepted for review unless you receive an exemption as described in the DATES section of this announcement.

You may access the Grants.gov website portal at <http://www.grants.gov>.

**Applications, excluding required standard forms, must be submitted as three (3) files (see acceptable file types below).** One file must contain the entire Project Narrative, another the entire Budget Narrative including supporting documentation described in the Budget Narrative content section; and the third file must contain all documents in the Appendices. Any additional files submitted as part of the Grants.gov application will not be accepted for processing and will be excluded from the application during the review process.

Any files uploaded or attached to the Grants.gov application must be Adobe PDF,



Microsoft Word, or image formats (JPG, GIF, TIFF, or BMP only) and must contain a valid file format extension in the filename. HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF. If you convert to PDF prior to submission you may prevent any unintentional formatting that might occur with submission of an editable document. Please note, even though Grants.gov allows you to attach any file format as part of your application, HHS/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 listed above will not be accepted for processing and will be excluded from the application during the review process.

Any file submitted as part of the Grants.gov application that contains password protection will not be accepted for processing and will be excluded from the application during the review process. We will not contact you for passwords or resubmission of unprotected files. Unprotected information in the application will be forwarded for consideration but password protected portions will not. You should avoid submitting personally identifiable information such as personal contact information on résumés.

In addition, the use of compressed file formats such as ZIP, RAR, or Adobe Portfolio will not be accepted. We will not contact you for resubmission of uncompressed versions of files. Compressed information in the application will not be forwarded for consideration.

You must submit your application in a format that can easily be copied and read by reviewers. We do not recommend that you submit scanned copies through Grants.gov unless you confirm the clarity of the documents. Pages cannot be reduced resulting in multiple pages on a single sheet to avoid exceeding the page limitation. If you submit documents that do not conform to these instructions, we will exclude them from your application during the review process.

**Important Grants.gov Information**

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, both of which can be found on page 1 of this funding opportunity announcement.

To ensure successful submission of your application, you should carefully follow the step-by-step instructions provided at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information. **You are responsible for reviewing all Grants.gov submission requirements on the Grants.gov site.**

You should contact Grants.gov with any questions or concerns regarding the electronic application process conducted through Grants.gov. See Contacts below. See Section D.3 for requirements related to DUNS numbers and SAM registration.

#### *Program-Specific Requirements*

Applicants must include a written statement in the application certifying that, if funded, their Title X Family Planning Services Projects 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.

#### *Non-profit Status*

If you are a non-profit organization, you must submit documentation of nonprofit status as part of your 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.

## **E. APPLICATION REVIEW INFORMATION**

1. Criteria: Federal staff and an independent review panel will assess all eligible applications according to the following criteria. Disqualified applications will not be reviewed against these criteria.

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

- a. The number of patients, and, in particular, the number of low-income patients to be served (10 points);
- b. The extent to which the applicant's family planning services are needed locally (10 points);
- c. The relative need of the applicant (15 points);
- d. The capacity of the applicant to make rapid and effective use of the Federal assistance (10 points);
- e. The adequacy of the applicant's facilities and staff, demonstrating that the staff are adequately trained to carry out the program requirements, as well as the priorities and key issues outlined in this announcement. For applicants that will not provide all services directly, the extent to which the applicant has documented the process and selection criteria it will use for providing an opportunity to receive subawards to qualified entities eligible to receive federal funds in providing services throughout the service area to meet

- the needs of project beneficiaries. (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);
  - g. The degree to which the project plan adequately provides for the requirements set forth in the Title X regulations, subpart A (10 points); and
  - h. The degree to which the project plan adequately provides for the effective and efficient implementation of requirements set forth in the priorities and key issues outlined on pages 9-11 this funding announcement (25 points).

## 2. Review and Selection Process

Each HHS/OASH Program's office is responsible for facilitating the process of evaluating applications and setting funding levels according to the criteria set forth in Title X regulations at 42 CFR §59.7(a).

An independent review panel will evaluate applications that meet the responsiveness criteria, if applicable, and are not disqualified. These reviewers are experts in their fields, and are drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies. Based on the Application Review Criteria as outlined under Section E.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria. In addition to the independent review panel, Federal staff will review each application for programmatic, budgetary, and grants management compliance.

The Deputy Assistant Secretary for Population Affairs (DASPA) or designee will make final award selections to be recommended to the Grants Management Officer for risk analysis. In making these decisions, the DASPA or designee will take into consideration the following additional factor(s):

- a. The geographic distribution of services within the identified service area;
- b. The extent to which funds requested for a project maximize access for the population in need within the entire service area as announced in Table 1;
- c. Whether the project, including subrecipients and documented partners, provides the area to be served with a variety and breadth of effective family planning methods that are readily available and best serve individuals in need throughout the area to be served; and
- d. The extent to which projects best promote the purposes of Section 1001 of the Public Health Service Act, within the limits of funds available for such projects.

**All award decisions, including level of funding if an award is made, are final and you may not appeal.**

### 3. Review of Risk Posed by Applicant

The HHS/OASH will evaluate, in accordance with 45 CFR § 75.205, each application selected for funding by the program official indicated in Review and Selection Process for risks before issuing an award. This evaluation may incorporate results of the evaluation of eligibility or the quality of an application. If we determine that a Federal award will be made, special conditions that correspond to the degree of risk assessed will be applied to the Federal award. Such conditions may include additional programmatic or financial reporting or releasing funds on a reimbursable rather than cash advance basis. OASH will use a risk-based approach and may consider any items such as the following:

- (a) Your financial stability;
- (b) Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;
- (c) History of performance. Your record in managing Federal awards, if you are a prior

recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

(d) Reports and findings from audits performed; and

(e) Your ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (currently \$150,000), we are required to review and consider any information about you that is in the designated integrity and performance system accessible through the System for Award Management (SAM) (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). You may, at your option, review information in SAM and comment on any information about yourself that a Federal awarding agency previously entered and is currently available through SAM. We will consider any comments by you, in addition to the other information in the designated system, in making a judgment about your integrity, business ethics, and record of performance under Federal awards when completing the review of risk.

If an we do not make an award to you because we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2), we must report that determination to FAPIIS, if certain conditions apply. At a minimum, the information in the system if you are a prior Federal award recipient must “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” 45 CFR § 75.205(a)(2);

see also 45 CFR §75.212 for additional information.

#### 4. Anticipated Announcement and Federal Award Dates

HHS/OASH seeks to award funds as much in advance of the anticipated project start date shown in Section B “Federal Award Information,” as practicable, with a goal of 10-15 days. Note this is an estimated start date and award announcements may be made at a later date and with a later project period start date.

### **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

#### 1. Federal Award Notices

HHS/ OASH does not release information about individual applications during the review process. If you would like to track your application, please see instructions at <http://www.grants.gov/web/grants/applicants/track-my-application.html>. The official document notifying you that a project application has been approved for funding is the Notice of Award (NOA), approved by a Grants Management Officer of the HHS/OASH OGM. If you are successful, you will receive this document via system notification from our grants management system (Grant Solutions) and/or via e-mail. This document notifies the successful recipient of the amount awarded, the purposes of the award, the anticipated length of the project period, terms and conditions of the award, and the amount of funding to be contributed by the recipient to project costs, if applicable.

If you receive an NOA, we strongly encourage you to read the entire document to ensure your organization’s information is correct and that you understand all terms and conditions. You should pay specific attention to the terms and conditions, as some may require a time-limited response. The NOA will also identify the Grants Management Specialist and Program Project Officer assigned to the award for assistance and monitoring.

If you are unsuccessful or deemed ineligible according to the disqualification criteria, you will be notified by HHS/OASH by email and/or letter. If your application was reviewed by the independent review panel, you may receive summary comments pertaining to the application resulting from the review process. On occasion, you may receive a letter indicating that an application was approved but unfunded. These applications may be kept active for one year and may be considered for award without re-competing should funds become available during the hold period.

## 2. Administrative and National Policy Requirements

If you are successful and receive a Notice of Award, in accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, or other Department regulations and policies in effect at the time of the award.

In addition, your organization must comply with all terms and conditions outlined in the Notice of Award, the U.S. Department of Health and Human Services (HHS) Grants Policy Statement (GPS), 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. The current HHS GPS is available at <http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> Please note HHS plans to revise the HHS GPS to reflect changes to the regulations; 45 CFR parts 74 and 92 have been superseded by 45 CFR part 75.

You may only use award funds to support activities outlined in the approved project plan. If your application is funded, your organization will be responsible for the overall management of activities within the scope of the approved project plan. Please consult the HHS GPS Section II and 45 CFR § 75.308 for aspects of your funded project that will require prior approval from



the Grants Management Officer for any changes. Modifications to your approved project that will require prior approval include, but are not limited to: a change in the scope or the objective(s) of the project or program (even if there is no associated budget revision, such as reduction in services, closing of service or program site(s)); significant budget revisions, including changes in the approved cost-sharing or matching; a change in a key person specified in your application; reduction in time devoted to the project by the approved project director or principal investigator, either as percentage of full-time equivalent of 25% or more or absence for 3 months or more; or the subawarding, transferring or contracting out of any work that was not described in the approved proposal.

#### Program Specific Terms and Conditions

##### Ensuring an Accurate Family Planning Service Site Database

In order to maintain an accurate record of current Title X service sites, grantees are expected to provide timely notice (within 30 days) to the Office of Population Affairs (OPA) through its website contractor, as well as to the appropriate HHS project officer, of any deletions, additions, or changes to the name, location, street address and email, and contact information for Title X grantees and service sites. All changes will be reviewed and approved by the relevant HHS project officer prior to being posted in the OPA clinic database and available on the OPA website. Note this does not replace the prior approval requirement under HHS grants policy for changes in project scope, including clinic closures.

##### Closeout of Award

Upon expiration of your project period, if we do not receive acceptable final performance, financial, and/or cash reports in a timely fashion within the closeout period, and we determine that closeout cannot be complete with your cooperation or that of the Principal Investigator/ Project Director, we may elect to complete a unilateral closeout. (See F.3 Reporting below for

closeout reporting requirements.) As a result, we may determine that enforcement actions are necessary, including on another existing or future award, such as withholding support or a high-risk designation.

### Lobbying Prohibitions

You shall not use any funds from an award made under this announcement for other than normal and recognized executive legislative relationships. You shall not use funds for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

You shall not use any funds from an award made under this announcement to pay the salary or expenses of any employee or subrecipient, or agent acting for you, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

The above prohibitions include any activity to advocate or promote any proposed, pending, or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing,

including but not limited to the advocacy or promotion of gun control.

### Non-Discrimination Requirements

Pursuant to Federal civil rights laws, if you receive an award under this announcement you must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance for complying with civil rights laws that prohibit discrimination. <https://www.hhs.gov/civil-rights/index.html>.

In addition, if you receive an award under this announcement you must comply, as applicable, with federal health care conscience protection statutes including 42 U.S.C. 300a-7, 42 U.S.C. 238n, and appropriations act restrictions reflected in Consolidated Appropriations Act of 2017, Div. H, Title V, Sec. 507(d) (Departments of Labor, HHS, and Education, and Related Agencies Appropriations Act), Pub. L. No. 115-31 (May 5, 2017) (or similar language to the extent contained in applicable appropriations acts). The HHS Office for Civil Rights provides guidance for complying with federal health care conscience protection statutes.

<https://www.hhs.gov/civil-rights/for-individuals/conscience-protections/index.html>.

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency. See *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 68 Fed. Reg. 47311, 47313 (HHS Office for Civil Rights, 2003, [www.gpo.gov/fdsys/pkg/FR-2003-08-08/pdf/03-20179.pdf](http://www.gpo.gov/fdsys/pkg/FR-2003-08-08/pdf/03-20179.pdf)) You must ensure your contractors and subrecipients also comply with federal civil rights laws.

The *National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care* (National CLAS Standards), 78 Fed. Reg. 58539, 58543 (HHS Office of Minority Health, 2013, [www.gpo.gov/fdsys/pkg/FR-2013-09-24/pdf/2013-23164.pdf](http://www.gpo.gov/fdsys/pkg/FR-2013-09-24/pdf/2013-23164.pdf)), provides

a practical framework for applicants to provide quality health care and services to culturally and linguistically diverse communities, including persons with limited English proficiency.

Compliance with the National CLAS Standards meets the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency.

#### Smoke- and Tobacco-free Workplace

The HHS/OASH strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. This is consistent with the HHS/OASH mission to protect and advance the physical and mental health of the American people.

#### Acknowledgement of Funding and HHS Rights to Materials and Data

Federal support must be acknowledged in any publication you develop using funds awarded under this program, with language such as:

This publication (journal article, etc.) was supported by Award No. \_\_\_\_\_ from the Office of the Assistant Secretary of Health (OASH). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of OASH.

All publications you develop or purchase with funds awarded under this announcement must be consistent with the requirements of the program. You own the copyright for materials that you develop under this award, and pursuant to 45 CFR § 75.322(b), HHS reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for Federal purposes, and to authorize others to do so. In addition, pursuant to 45 CFR § 75.322(d), the Federal government has the right to obtain, reproduce, publish, or otherwise use data produced under this award and has the right to authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

#### 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](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.

#### Efficient Spending

This award may also be subject to the HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications available at <http://www.hhs.gov/grants/contracts/contract-policies-regulations/efficient-spending/>.

#### Same-sex Spouses, Marriages, and Households

A standard term and condition of award will be included in the final Notice of Award (NOA) that states: “In any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite-sex spouses, marriages, and households, respectively. By “same-sex spouses,” HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By “same-sex marriages,” HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex

marriage. By “marriage,” HHS does not mean registered domestic partnerships, civil unions, or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.”

### Pilot Whistleblower Protection

If you receive an award, you will be subject to a term and condition that applies the terms of 48 CFR § 3.908 to the award, and requires that you inform your employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712 in the predominant native language of the workforce.

### Human Subjects Protection

Federal regulations (45 CFR Part 46) require that applications and proposals involving human subjects must be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If research involving human subjects is anticipated, you must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in 45 CFR part 46. You may find it online at <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>.

Applicants that plan to engage in research involving human subjects are encouraged to provide information regarding participation in research in their recruitment efforts and provide a link to [www.hhs.gov/about-research-participation](http://www.hhs.gov/about-research-participation).

### 3. Reporting

#### Performance Reports

You must submit performance reports on an annual basis. Your performance reports must address content required by the regulations for this program. The awarding program office

may provide additional guidance on the content of the progress report. You must submit your performance reports by upload to our grants management system (GrantSolutions.gov), in the Grant Notes module.

You will also be required to submit a final performance report covering the entire project period 90 days after the end of the project period. You must submit the final report by upload to our grants management system (GrantSolutions.gov), in the Grant Notes module.

### Performance Measures

#### Family Planning Annual Report

Each year of the project period, the grantee is required to submit a Family Planning Annual Report (FPAR). The information collection (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-/31/2019).

The FPAR contains a brief organizational profile and 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>.

### Financial Reports

You will be required to submit quarterly Federal Financial Reports (FFR) (SF-425). Your specific reporting schedule will be issued as a condition of award. You will also be required to submit a final FFR covering the entire project period 90 days after the end of the project period. You must submit FFRs via our grants management system (GrantSolutions.gov) FFR module.

Quarterly cash reporting to the HHS Payment Management System on the FFR is also required. Please note, at this time, these FFR reports are separate submissions via the Payment

Management System. At this time, data is not transferable between the two systems and you will report twice on certain data elements.

### Audits

If your organization receives \$750,000 or greater in Federal funds, it must undergo an independent audit in accordance with 45 CFR part 75, subpart F.

### Non-competing Continuation Applications and Awards

Each year of the approved project period, you will be 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. Specific guidance will be provided via Grant Solutions well in advance of the application due date HHS/OASH will award continuation funding based on availability of funds, satisfactory progress of the project, grants management compliance, including timely reporting, and continued best interests of the government.

Additionally, failure to provide final progress or financial reports on other awards from HHS may affect continuation funding.

### 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 recipient and sub-award organizations.

### Reporting of Matters Relating to Recipient Integrity and Performance



If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in paragraph A.2 of Appendix XII to 45 CFR part 75—Award Term and Condition for Recipient Integrity and Performance Matters. This is a statutory requirement (41 U.S.C. § 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available. For more information about this reporting requirement related to recipient integrity and performance matters, see Appendix XII to 45 CFR part 75.

#### Other Required Notifications

Before you enter into a covered transaction at the primary tier, in accordance with 2 CFR § 180.335, you as the participant must notify HHS/OASH, if you know that you or any of the principals for that covered transaction:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR § 180.800(a); or

(d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

At any time after you enter into a covered transaction, in accordance with 2 CFR § 180.350, you must give immediate written notice to HHS/OASH if you learn either that—

(a) You failed to disclose information earlier, as required by 2 CFR § 180.335; or

(b) Due to changed circumstances, you or any of the principals for the transaction now meet any of the criteria in 2 CFR § 180.335.

## **G. CONTACTS**

### Administrative and Budgetary Requirements:

For information related to administrative and budgetary requirements, contact the HHS/OASH grants management specialist listed below.

Robin Fuller

Office of Grants Management

1101 Wootton Parkway, Suite 550

Rockville, MD

Phone: 240-453-8822

Email: [robin.fuller@hhs.gov](mailto:robin.fuller@hhs.gov)

### Program Requirements

For information on program requirements, please contact the program office representative listed below:

David M. Johnson

Office of Population Affairs

Phone: 240-453-2841

Email: [david.johnson@hhs.gov](mailto:david.johnson@hhs.gov)

### Letter of Intent

Send your Letter of Intent to:

DASPA

Office of Population Affairs

1101 Wootton Parkway, Ste 700

Rockville, MD 20852

### Electronic Submission Requirements

For information or assistance on submitting your application electronically via Grants.gov, please contact Grants.gov directly. Assistance is available 24 hours a day, 7 days per week.

GRANTS.GOV Applicant Support

Website: [www.grants.gov](http://www.grants.gov)

Phone: 1-800-518-4726

Email: [support@grants.gov](mailto:support@grants.gov)

## **H. OTHER INFORMATION**

### Awards under this Announcement

**We are not obligated to make any Federal award as a result of this announcement. If awards are made, they may be issued for project periods shorter than indicated. Only the grants officer can bind the Federal government to the expenditure of funds.** If you receive communications to negotiate an award or request additional or clarifying information, this does not mean you will receive an award; it only means that your application is still under consideration.

### Application Elements

The below is a summary listing of all the application elements required for this funding opportunity.

Application for Federal Assistance (SF-424)

Budget Information for Non-construction Programs (SF-424A)

Assurances for Non-construction Programs (SF-424B)

Disclosure of Lobbying Activities (SF-LLL)

Project Abstract Summary

Project Narrative – Submit all Project Narrative content as a single acceptable file, specified above.

Budget Narrative – Submit all Budget Narrative content as a single acceptable file, specified above.

Appendices – Submit all appendix content as a single acceptable file, specified above **in the Attachments section of your Grants.gov application.**

Work Plan, Schedule of Discounts, Coverage Map, List of Services, Tests, and Family Planning Methods, Letters of Commitment from Subrecipient and Referral Organizations and Agencies, Curriculum Vitae/Resume for Key Project Personnel

Other Submission Requirements: Written statement of certifications

*Valerie Huber*

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Valerie Huber  
Acting Deputy Assistant Secretary for Population Affairs

February 23, 2018

Date