

**GRANTS PROCESS POLICY NOTICE 2001-04
Supercedes GPPN 99-04**

**REVIEW CRITERIA
FOR
TITLE X FAMILY PLANNING SERVICES PROGRAM**

REVIEW CRITERIA TITLE X FAMILY PLANNING SERVICES PROGRAM

The attached pages include criteria to be used by the Objective Review Committee (ORC) members to determine the adequacy and merit of applications requesting Federal assistance under the Title X program.

The ORC serves in an advisory capacity to provide advice to awarding officials based on the independent evaluation of the technical merits of grant applications reviewed. This advice takes the form of written recommendations for approval, deferral, or disapproval of each application before the ORC. Committee recommendations are transmitted to the awarding official as part of the materials considered by him/her in making award decisions.

Under no circumstances should committee members discuss the review with or advise applicants of their recommendations or committee deliberations.

The Title X Family Planning Services Objective Review Report will be prepared by the **Primary Reviewer** and brought to the review meeting in writing and on 3.5" disc. The **Primary Reviewer** will be responsible for updating this report based on deliberations and decisions of the committee. The **Primary Reviewer/ORC Summary Report** will include an evaluation of the progress report, including progress on National Priorities and Special Initiative projects.

The **Chairperson** will ensure that the report reflects the committee's actions.

The **Secondary Reviewer** will also complete this report in writing and bring to the meeting. All reviewers will complete the Reviewer Scoring Sheet for each application being reviewed.

In recommending **special conditions** of award please be aware that all conditions must be consistent with appropriate requirements of the standard provisions required by statute, regulations, and policies.

Special conditions are additional terms and conditions that are judged necessary to attain the objectives for which the grant is being made, facilitate postaward administration of the grant, conserve grant funds, or otherwise protect the interest of the Federal Government.

The Notice of Grant Awards shall not contain lengthy conditions designed to amend or clarify substantive matters improperly or inadequately addressed in the application, nor reiterate policies or regulatory material contained in the standard provisions.

Advisory comments are suggestions to be conveyed to the grantee or for program staff to consider in managing the grant.

This policy is in effect for applications requesting fiscal year 2002 funds and will remain in effect until amended or rescinded.

**PRIMARY REVIEWER/
OBJECTIVE REVIEW SUMMARY REPORT**

TITLE X FAMILY PLANNING SERVICES

Grantee/Applicant:	<input type="checkbox"/> Competing continuation <input type="checkbox"/> New
Funds Requested: \$	Grant Number:
Project Period Requested: _____ Years	Reviewer:

BRIEF OVERVIEW/DESCRIPTION OF THE ORGANIZATION:

DISCUSSION OF STRENGTHS AND WEAKNESSES: (For competing continuation applicants, include an evaluation of the progress report including progress on NPSI projects as appropriate.)

RECOMMENDATION: (Approval, Disapproval, Deferral)

RECOMMENDED CONDITIONS OF AWARD:

ADVISORY COMMENTS:

Primary Reviewer: _____

Secondary Reviewer: _____

Chairperson (signature) _____ **Date:** _____

SUMMARY RATING SHEET

Unacceptable	Poor	Good	Excellent
50 or under	51-69	70-89	90-100
RATING		CRITERIA TOTAL	
SCORE		POINTS	
POSSIBLE			
1.	The degree to which the project plan adequately provides for the requirements set forth in the Title X regulations.	20	
2.	The extent to which family planning services are needed locally.	20	
3.	The number of patients, and, in particular the number of low-income patients to be served.	15	
4.	The adequacy of the applicant's facilities and staff.	15	
5.	The capacity of the applicant to make rapid and effective use of the Federal assistance.	10	
6.	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	
7.	The relative need of the applicant.	10	
TOTAL		100	

Excellent: 90-100

Good: 70-89

Poor: 51-69

Unacceptable: 50 or under

Objective Review Committee

SCORING CRITERIA

Criteria # 1

The degree to which the project plan adequately provides for the requirements set forth in the Title X regulations.

Consider the following elements:

- ___ 1. Description of the administrative, clinical, community education and outreach, family involvement, and financial management elements of the project is included, and is in compliance with the requirements of the Title X regulations.

- ___ 2. Services to be offered, either on site or by referral, including
 - A broad range of acceptable and effective medically approved family planning methods and services
 - Laboratory services
 - Pharmacy services
 - HIV services
 - Client education and counseling
 - Referral and follow-up
 - Management of emergencies

- ___ 3. Evidence that the project will not provide abortion as a method of family planning.

- ___ 4. Evidence that projects will offer pregnant women the opportunity to be provided information and counseling regarding each of the following options: prenatal care and delivery; infant care, foster care, or adoption; and pregnancy termination. The application should indicate that, if requested, such information and counseling will be provided in a neutral, factual, and non-directive manner for each option, and that referral will be provided upon request for any option. The client may indicate that she does not wish to receive information, counseling, or referral for any option listed above.

- ___ 5. Evidence that educational, counseling, and medical services are provided in a culturally competent, age-appropriate manner, and that linguistic and educational needs of the target population are addressed.

- ___ 6. Project plan contains objectives which are based on the needs of the target population.
- ___ 7. Objectives are specific, measurable, time-limited, and can be used to assess the progress of the project.
- ___ 8. Description of an evaluation component to regularly assess and measure the progress made toward attaining each specific objective. Procedures for resolving problems in the achievement of objectives are identified.
- ___ 9. Clinical Protocols are consistent with the requirements of the *Program Guidelines for Project Grants for Family Planning Services*, January 2001.
- ___ 10. Description of internal systems for monitoring delegate agencies or contract providers, and for assuring that services are provided in compliance with Title X requirements.
- ___ 11. Description of schedule of discounts (sliding fee scale) which has sufficient proportional increments so that inability to pay is never a barrier to service, including how the sliding fee scale was developed, process for setting fees, and frequency with which fees are updated.
- ___ 12. Description of the opportunities for participation in the development, implementation and evaluation of the project by persons broadly representative of all significant elements of the population to be served (in terms of demographic factors such as race, color, national origin, handicapped condition, sex, and age). This should include description of the community advisory committee which reviews materials to be used in the project.
- ___ 13. Description of how the proposed project will address the program priorities listed in the request for proposals. Consideration of key issues, also listed in the request for proposals, should be evident.

20 Total Points Possible
___ Total Points Received

Criteria # 2

The extent to which family planning services are needed locally.

Consider the following elements:

- ___ 1. Description of the area(s) to be served , including discussion of potential geographic, topographic, and other related barriers to service.
- ___ 2. Demographic description of the service area(s) including objective data pertaining to individuals in need of family planning services, maternal and infant morbidity/mortality rates, birth rates, adolescent pregnancy rates, and rates of unintended pregnancies by age groups, poverty status, and race/ethnicity of the populations to be served.
- ___ 3. Description of existing services and need for additional family planning services to meet community/cultural needs.
- ___ 4. Need indicators that include rates of STDs and HIV prevalence in the proposed service area(s).
- ___ 5. Identification and descriptions of linkages with other resources related to reproductive health.
- ___ 6. Identification and discussion of high priority populations and target areas.

20 Total Points Possible
___ Total Points Received

Criteria # 3

The number of patients, and, in particular the number of low-income patients to be served.

Consider the following elements:

- ___ 1. Description of high priority populations and/or target areas proposed to be served.
- ___ 2. Justification for choice of target area(s) and description based on factors such as estimated % of low-income, uninsured, Medicaid, teens, etc.
- ___ 3. Service site(s) are accessible to the target population - including description of location, service area(s), office hours, clinic hours.
- ___ 4. A plan for community information which informs residents of the availability of services and promotes community understanding of the benefits of family planning.
- ___ 5. Evidence that the community information and education program is based on a needs assessment of the target area(s).
- ___ 6. Approaches used in outreach and client recruitment are appropriate to the cultural, age, and linguistic needs of the target population(s).
- ___ 7. An evaluation component which regularly assesses and measures the progress of information and education activities of the project, and includes a client satisfaction component.
- ___ 8. Plan for assuring that the project is reaching the target population(s).

15 Total Points Possible

___ Total Points Received

Criteria # 4

The adequacy of the applicant's facilities and staff.

Consider the following elements:

- ___ 1. Description of the organizational structure for program management, including an organizational chart which shows the location of the family planning program within the organizational structure.
- ___ 2. Evidence that governing body, personnel policies, financial management policies, staffing pattern, and other management considerations are adequate for project management.
- ___ 3. Job descriptions are appropriate for services provided. Qualification standards for key staff and biographical sketches for key personnel are included.
- ___ 4. A description of the project staff training plan is based on identified needs and priorities, and includes cultural competency training.
- ___ 5. A description of the procedure for annual evaluation and review of the job performance of all project personnel.
- ___ 6. Office and clinic hours and services reflect the needs of the target population(s).
- ___ 7. Medical services will be performed under the direction of a physician with special training or experience in family planning.
- ___ 8. Description of process to ensure professional credentials and licensure are appropriately addressed and documented.
- ___ 9. Staffing pattern that is realistic, appropriate and adequate to carry out the goals and objectives of the project.

15 Total Points Possible
___ Total Points Received

Criteria # 5

The capacity of the applicant to make rapid and effective use of the Federal assistance.

Consider the following elements:

- ___ 1. A copy of the standard agreement between the applicant and delegate agencies includes all provisions necessary to ensure that services provided by delegate agencies are in compliance with Title X requirements.
- ___ 2. Number and type of delegate agencies and/or contract providers proposed is appropriate to support project activities.
- ___ 3. Budget request is reasonable, relates to proposed activities, and is adequate to support the project. Costs are adequately justified.
- ___ 4. Organizational structure and financial management system is adequate to support the requirements of the project.
- ___ 5. Legal issues, as described in Section 5.0 of the *Program Guidelines for Project Grants for Family Planning Services* have been addressed in the proposal.

10 Total Points Possible

___ Total Points Received

Criteria # 6

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.

Consider the following elements:

- ___ 1. Description of existing statewide or community resources and networks related to reproductive health including inter- and intra-agency linkages.
- ___ 2. Description of referral and follow-up systems.
- ___ 3. Evidence of collaboration with various levels of governmental, public and private organizations.
- ___ 4. Agreements with third-party payers (Title XIX, Insurance, State, etc.) are appropriate and adequately described.

10 Total Points Possible
___ Total Points Received

Criteria # 7

The relative need of the applicant.

Consider the following elements:

- ___ 1. Evidence that the target population(s) includes a significant number of uninsured, teen, and/or low-income individuals.
- ___ 2. The applicant clearly establishes the need for project funds in the community to meet the needs of the target population(s). Examples include lack of other federal or non-federal resources for family planning; continued need despite the resources available; cultural, linguistic, or other barriers specific to the target population(s); or other evidence of need for resources.
- ___ 3. Budget is reasonable and adequate to meet the goals and objectives of the project.
- ___ 4. Non-federal resources are evident in the budget documents.
- ___ 5. There is a procedure in place for evaluating client income at least annually.
- ___ 6. Required services will be provided regardless of a client's ability to pay. There will be no charge for services to clients whose incomes fall at or below 100% of the Federal Poverty level. There is a reasonable sliding fee scale, with adequate increments, for clients with incomes between 101% and 250% of the Federal Poverty level.
- ___ 7. Evidence that a reasonable effort to collect charges without jeopardizing client confidentiality will be made.
- ___ 8. Description of adequate procedures for patient billing and collecting.

10 Total Points Possible

___ Total Points Received