

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

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**TITLE X FAMILY PLANNING TRAINING GRANT APPLICATION**

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

**REVIEW SUMMARY REPORT**

**BRIEF OVERVIEW/DESCRIPTION OF THE APPLICATION:** (Attach copy of one page abstract provided in the application)

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

**RECOMMENDATION:**

( ) Approval

( ) Disapproval

( ) Deferral

**RECOMMENDED CONDITIONS OF AWARD:**

**ADVISORY COMMENTS:**

Primary Reviewer: \_\_\_\_\_

Secondary Reviewer: \_\_\_\_\_

\_\_\_\_\_  
Chairperson (signature)

\_\_\_\_\_  
Date

## SUMMARY RATING SHEET

Regardless of overall recommendation given an application, it is important that each criterion be rated separately.

CRITERIA	TOTAL POINTS POSSIBLE	RATING SCORE
1. The degree to which the project plan adequately provides for the requirements set forth in 42 CFR 59.205	25	
2. The extent to which the training program promises to fulfil the family planning services delivery needs of the area to be served (including elements i-iv as listed in FR Notice).	20	
3. The extent to which the proposed training and technical assistance program will increase the delivery of services to people, particularly low-income groups, with a high percentage of unmet need for family planning services.	15	
4. The administrative and management capability and competence of the applicant.	15	
5. The competence of the project staff in relation to the services to be provided.	15	
6. The capacity of the applicant to make rapid and effective use of the grant assistance, including evidence of flexibility in the utilization of resources and training plan design.	10	

<u>Unacceptable</u>	Poor	Good	Excellent
Under 50	50-69	70-89	90-100

**REVIEW CRITERIA**  
**TITLE X FAMILY PLANNING TRAINING 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 Training Component (section 1003) of the Title X program. Elements to be considered in reviewing the application may include, but are not limited to, those listed with each criterion. They are intended to provide guidance to the reviewer. Other elements may be significant to the proposal and should be considered in evaluation of the application. The weight of individual elements for each criterion is left to the discretion of the reviewer within the total points available for that criterion.

The ORC serves in an advisory capacity to provide advice to awarding officials based on the independent evaluation of the technical merits of each grant application 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 final award decisions.

## REVIEW CRITERIA

**Criterion # 1 (25 points available)**

**Points Awarded** \_\_\_\_\_

**The degree to which the project plan adequately provides for the requirements set forth in 42 CFR 59.205 (see regulations in Subpart C - Grants for Family Planning Services Training).**

Examples of elements for consideration of this criterion:

1. Evidence of assurances outlined in CFR 42 59.205 .
2. Description of a methodology for determining the training needs of persons working in the Title X services projects in the area to be served by the training program.
3. Description of the criteria to be used in selection of trainees.
4. Specific, measurable and time limited objectives that respond to the training needs identified.
5. Evidence of the ability to develop training curricula and materials to address stated objectives.
6. Evidence of an evaluation plan of high quality which is consistent with the scope of the training project and includes an evaluation of the content of the training program and the effectiveness of training in meeting the stated objectives.
7. Budget that is reasonable and adequate to meet the goals and objectives of the project.
8. Staffing pattern that is realistic, appropriate, and adequate to carry out the goals and objectives of the project.

**Criterion #2**

**(20 points total)**

**Points Awarded**\_\_\_\_\_

**The extent to which the proposed training and technical assistance program promises to fulfill the family planning training and technical assistance needs of the area to be served, which may include, among other things:**

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

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

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

**(iv) Expansion of family planning services, particularly in rural areas, through new or improved approaches to program planning and deployment of resources.**

Examples of elements for consideration of this criterion:

1. Evidence of the intent to involve the PHS Project Officer in planning and approval of training plans and utilization of resources, as well as in developing a system to provide technical assistance.
2. Evidence of the capacity to develop training and provide technical assistance that addresses Title X priorities and key issues.
3. Evidence of familiarity with Title X program priorities and key issues; Healthy People 2010 health promotion and disease prevention objectives; and other public health initiatives and programs, and their use in planning training.
4. Evidence that training and technical assistance will be provided in an ethnically and culturally sensitive manner.
5. Description of a training plan which assures reasonable availability of training to persons in all areas of the region to be served.
6. Evidence of the applicant's ability to develop, implement, and evaluate training in the areas of information, education and communication; program management; and clinical service delivery.

**Criterion# 3 (15 points)**

**Points Awarded** \_\_\_\_\_

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

Examples of elements for consideration of this criterion:

1. Evidence of the ability to provide specialized training/education programs that will enhance the ability of family planning providers to deliver high- quality family planning services.
2. Evidence of the ability to provide training and technical assistance which increases the efficiency and administrative/management capability of the Title X services projects in the area to be served.
3. A description of the methodology to be used to develop the training plan based on identified priorities, including flexibility in training plan design.
4. Evidence of the availability to provide a variety of training activities which target all levels of personnel working in Title X services projects, e.g. clerical, clinical, health education, administrative/management, etc.
5. Evidence of ability to make available to project personnel continuing education credits which are recognized by applicable disciplines, e.g. nursing, health education, etc.
6. Evidence of ability to design, implement and evaluate training which increases effectiveness in working with diverse populations (racial, ethnic, linguistic) and with persons of differing educational and physical abilities.
7. Description of an internal system to assure that training and technical assistance is evidence-based and current.

**Criterion #4 (15 points)**

**Points Awarded** \_\_\_\_\_

**The administrative and managerial capability and competence of the applicant.**

Examples of elements for consideration of this criterion:

1. Demonstration of a broad range of expertise and skill in administering training programs, managing training resources, and working with consultants and service providers.
2. Evidence of familiarity with issues related to provision of family planning or related services, and ability to provide technical assistance to individual projects as needed.
3. Demonstration of the ability to respond to DHHS initiatives and evolving priorities.
4. Evidence of capacity to provide and administer regional technical assistance.
5. Description of a system for requesting, scheduling, and evaluating technical assistance.
6. Evidence of diversity and success of prior training experience (contracts, grants, etc.).

**Criterion # 5 (15 points)**

**Points Awarded** \_\_\_\_\_

**The competence of the project staff in relation to the services to be provided.**

Examples of elements for consideration of this criterion:

1. Evidence of a broad range of expertise and ability to provide training and technical assistance in the areas of information, education, and communication; management; and clinical activities.
2. Demonstration of knowledge of evidence -based learning theory and adult learning behavior.
3. Job descriptions, including qualification standards for key staff and biographical sketches for key personnel.
4. Evidence of applicant's capacity to utilize electronic technologies and evidence-based training delivery techniques.
5. Description of the training organization and network of consultants including an organizational chart and mechanism for providing training and technical assistance.
6. Evidence of a mechanism for identifying consultants with additional expertise when needed.
7. A description of the procedure for evaluation and review of the job performance of all project personnel and consultants.

**Criterion #6 (10 points)**

**Points Awarded** \_\_\_\_\_

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

Examples of elements for consideration of this criterion:

1. Evidence of established financial management policies and procedures, which guide the use of grant funds, including audit procedures and contracting arrangements.
2. Description of the methodology for establishing the budget and tracking expenditures related to the training and technical assistance project.
3. Evidence of ability to be flexible in use of resources in response to evolving training needs.
4. Description of a plan for developing linkages with other service and training providers.