



**Assistant Secretary for Health
Office of Public Health and Science
Office of Population Affairs
Washington, DC 20201**

March 24, 1999

Dear Colleague:

In response to your request, we have enclosed an application kit for the Title X Nurse Practitioner and Specialty Training Program supported by the Office of Family Planning (OFFP).

The application kit contains forms, instructions, and a checklist with guidance for assembling the application. Please read all the materials prior to preparing your grant application. To receive consideration, applications must be received no later than May 24, 1999.

We recommend that applicants be concise while fulfilling all requirements. Applications should be limited to 60 double-spaced pages, not including appendices. Please note that an original and two copies must be submitted.

Completed applications should be sent to:

Grants Management Office
Office of Population Affairs
4350 East-West Highway, Suite 200
Bethesda, Maryland 20814

Included in the application kit is a current listing of the State Single Point of Contact (SPOC) for each state in the area to be served. For those states not represented on the listing, applicant should make further inquiries regarding the submission to the relevant SPOC. The SPOC comment(s) should be forwarded to the above address.

If you have any questions pertaining to fiscal, administrative or business matters, please contact the Grants Management Office on (301) 594-4012.

We appreciate your interest in the Family Planning Nurse Practitioner and Specialty Training Program.

Sincerely,

/s/

Denese O. Shervington, M.D., M.P.H.
Deputy Assistant Secretary
for Population Affairs

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Enclosures:

1. Federal Register - dated Tuesday, March 23, 1999, Announcement of Availability of Funds for Title X Nurse Practitioner and Specialty Training Program
2. Application Checklist
3. Supplemental Information and Instruction for Preparing Grant Applications
4. Grant Application Form 5161-1 (Revised 5/96)
5. Application Receipt Record
6. State Single Point of Contact Listing
7. Federal Register - dated Friday, May 30, 1997, Part II DHHS, Health Resources and Services Administration, Lists of Designated Primary Medical Care, Mental Health, and Dental Health Professional Shortage Areas; Notice
8. Title X Statute
9. Title X Regulations

APPLICATION CHECKLIST (FP NURSE PRACTITIONER PROGRAM)

The following items must be included in the Family Planning competing grant application packages submitted to the Office of Family Planning. Items marked with an * appear in the checklist on page 25 of the Application Form PHS 5161-1; they are included here for guidance in assembling the material in a consistent sequence.

ITEM	YES
* Original copy of the application with an original signature, (not a duplicated copy) of an official with the authority to commit the s applicant organization to the terms and conditions of a grant, if a grant is awarded. All pages of the application should numbered.	
* Three copies of the application [submit (2) copies with the original and send the third (3 rd) copy to the RPC ¹ in the appropriate Regional Office]	
* Table of contents with identifying sections and corresponding page numbers	
The materials should be assembled in the following order:	
* Form PHS-5161 -1 (pages SF 424, SF 424A)	
* Budget Justification	
* Required Assurances (Standard Form 424B (4-88), Non-Construction Programs) signed by the official who signs the application	
* Certifications regarding 1) Debarment and Suspension, 2) Drug-Free Workplace Requirements, 3) Lobbying, 4) Program Fraud Civil Remedies Act (PFCRA), and 5) Environmental Tobacco Smoke signed by the official who signs the application	
Evidence of Submission to the SPOC	
* Budget Narrative for period July 1, 1999 - June 30, 2000	
* Program Plan for period July 1, 1999 - June 30, 2000	
Appendices	

¹RPC - Regional Program Consultant

Again please note that:

- All pages should be numbered.
- Applications should not contain covers, binders, tabs or other extraneous materials - they will be discarded.
- Due date is May 24, 1999

**OFFICE OF POPULATION AFFAIRS
OFFICE OF FAMILY PLANNING**

SUPPLEMENTAL INFORMATION FOR PREPARING NURSE PRACTITIONER
TRAINING GRANT APPLICATIONS

The following information is provided to assist in the preparation of General Training and Nurse Practitioner Training Grant applications under Title X of the Public Health Service Act. This Supplemental Information is to be used with the Grant Application Form PHS 5161-1 (Rev. 5/96).

SUBMISSION OF APPLICATION

Applications must be received at the following address no later than the close of business of the deadline date set by the Office of Population Affairs.

Four complete applications (1 original and 3 copies) are required for review. Please send the signed original and two copies to:

Office of Population Affairs
Grants Management Office
4350 East-West Highway, Suite 200
Bethesda, MID 20814

Send one copy to the Regional Program Consultant (RPC) in the appropriate Regional Office. A list of the RPCs is included in the application kit.

Budget Information

All budget information for the following items must be fully explained and justified.

Personnel

On a separate page, list all personnel, professional and non-professional, for whom salary is requested. List each by name and position or by position only if the position is not filled. For each professional staff member, state the percent of time spent on grant-related and on nongrant-related activities. The sum of percentages of time expended by each individual for all professional activities must not exceed 100 percent.

For each non-professional staff member, indicate hours per week on the project.

List the total program effort in hours or percent of time that personnel (including voluntary faculty, professional, technical, secretarial, or clerical) devote to the training program, and reflect their contribution in the budget justification even though federal funds for these salaries have not been requested. Information on both grant and non-grant supported positions is essential in order for reviewers to determine if program resources are adequate.

List the dollar amounts separately for salary and fringe benefits for each employee. In the computation of estimated salary changes, an individual's base salary must represent the total authorized annual compensation that an applicant organization would be prepared to pay for a specified work period regardless of whether an individual's time would be spent on government-sponsored or non-government-sponsored research, teaching or other activities. The base salary for the purposes of computing charges to a grant excludes income which an individual may be permitted to earn outside of fulltime duties to the applicant organization.

Where appropriate, indicate whether the amounts requested for the professional personnel are for academic year salaries or for summer salaries, and indicate the formulas for calculating summer salaries. Fringe benefits, if treated consistently by the grantee institution as a direct cost to all sponsors, may be treated separately for each individual in proportion to the salary requested or may be entered as a total if your institution has established a composite fringe benefit rate.

In the case of competing applications an applicant has the option of omitting specific salary and fringe benefit amounts for individuals from the copies of the application which are made available to outside review groups. If you choose to exercise this option, use asterisks on the original and three copies of the application to indicate those individuals for whom salaries and fringe benefits are being omitted; the subtotals must still be shown. In addition, submit a separate page of the application indicating the amount of the salary and fringe benefits requested for each individual listed. This budget page will be reserved for the use of internal staff only.

Staff Travel

Enter the amount for staff travel essential to the conduct of the training program. Describe the purpose of the travel, giving the estimated number of trips involved, the destination(s) and number of individuals for whom funds are requested. Please note that foreign travel is not an allowable cost.

Equipment

List and justify each separate item of equipment costing more than \$5,000. If you are requesting funds to purchase equipment which is similar to equipment you already have, explain the need for the duplication.

Supplies

Itemize and justify major types of supplies, such as general office and photocopying expenses (expendable personal property) related to the training program, for all supplies purchased with grant funds.

Other

List Consultant Costs, Advisory Committee Meeting Cost, Trainee Expenses and Other expenses by major categories.

10. Give the name and institutional affiliation of each consultant, if known, and indicate the nature and extent of the consultant services to be performed. Include the expected rate of compensation and total fees, travel, per diem or other related costs for each consultant.
11. Trainee expenses are allowable for trainees recruited from rural areas and Health Professional Shortage Areas. Itemize stipends and travel expenses separately.

Indirect Costs

Indirect cost reimbursement is limited to 8 percent of total direct costs, excluding tuition and related fees and expenditures for equipment, or to the actual indirect cost rate, whichever is less. State and local government agencies may request full indirect costs.

Review of Training and Teaching Materials

All training and teaching materials developed or used by the training project shall be reviewed by the regional training advisory committee.

**CONFIRMATION OF APPLICATION RECEIPT
FOR FAMILY PLANNING NURSE PRACTITIONER
AND SPECIALITY TRAINING PROGRAM**

This Section to be Completed by Applicant:

Name of Project Director:

Applicant Organization (name and address):

Department (if applicable):

FOR OFFICE USE ONLY

Your Family Planning Nurse Practitioner and Specialty Training Program
Application was received on this Date:

REGIONAL PROGRAM CONSULTANTS FOR FAMILY PLANNING

Region I

James Sliker
JFK Federal Building, Room 2126
Boston, MA 02203
ph: 617-565-1060
fx:: 617-565-4265
CT, ME, MA, NH, RI, VT

Region II

Lucille Katz (Acting)
26 Federal Plaza, Room 3337
New York, NY 10278
ph: 212-264-3935
fx: 212-264-9908
NJ, NY, PR, VI

Region III

Louis Belmonte
The Public Ledger Building, Suite 426
150 S. Independence Mall West
Philadelphia, PA 19106-3499
ph: 215-861-4641
fx: 215-861-4623
DE, D.C., MD, PA, VA, WV

Region IV

Cristino Rodriquez, F.N.P., M.P.H.
Atlanta Federal Center
61 Forsyth Street S.W., Suite 5B95
Atlanta, GA 30323-8909
ph: 404-562-7900
fx: 404-562-7899
KY, MS, NC, TN, AL, FL, GA, SC

Region V

Janice Ely
105 West Adams Street, 17th Floor
Chicago, IL 60603
ph: 312-886-3864
fx: 312-353-0718
IL, IN, MI, MN, OH, WI

Region VI

Paul Smith
1301 Young Street, Suite 766
Dallas, TX 75202
ph: 214-767-3060
fx: 214-767-3425
AR, LA, NM, OK, TX

Region VII

Elizabeth Curtis
Federal Office Building, Room 501
601 East 12th Street
Kansas City, MO 64106
ph: 816-426-2924
fx: 816-426-2178
IA, KS, MO, NE

Region VIII

John J. McCarthy, Jr.
Federal Building, 4th Floor
1961 Stout Street
Denver, CO 80294-3538
ph: 303-844-6163 Ext. 399
fx: 303-844-2019
CO, MT, ND, SD, UT, WY

Region IX

Vacant
Contact: Nadine Simons
50 United Nations Plaza
San Francisco, CA 94102
415-437-7984
FAX: 415-437-8004
AZ, CA, HI, NV, and the Six
U.S. -Associated Pacific Jurisdictions

Region X

Janet Wildeboor
Blanchard Plaza
2201 Sixth Avenue, M/S RX-29
Seattle, WA 98121-2500
ph: 206-615-2501
fx: 206-615-2481
AK, ID, OR, WA

OMB STATE SINGLE POINT OF CONTACT LISTING*
March 5, 1999

Arizona

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone: (602) 280-1315
FAX: (602) 280-8144

Florida

Cherie L. Trainor
Coordinator
Florida State Clearinghouse
Department of Community Affairs
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Telephone: (850) 922-5438 or (850) 414-5495
FAX: (850) 414-0479

Arkansas

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
FAX: (501) 682-5206

Georgia

Debra S. Stephens
Coordinator
Georgia State Clearinghouse
270 Washington Street, S.W. - 8th Floor
Atlanta, Georgia 30334
Telephone: (404) 656-3855
FAX: (404) 656-7901

California

Grants Coordinator
Office of Planning and Research/State Clearinghouse
1400 Tenth Street, Room 121
Sacramento, California 95814
Telephone: (916) 445-0613
FAX: (916) 323-3018

Illinois

Virginia Bova
State Single Point of Contact
Illinois Department of Commerce and Community
Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: (312) 814-6028
FAX: (312) 814-1800

Delaware

Francine Booth
State Single Point of Contact
Executive Department, Office of the Budget
540 S. duPont Hi.
Suite 5
Dover, Delaware 19901
Telephone: (302) 739-3326
FAX: (302) 739-5661

Indiana

Renee Miller
State Budget Agency
212 State House
Indianapolis, Indiana 46204-2796
Telephone: (317) 232-2971
FAX: (317) 233-3323

District of Columbia

Charles Nichols
State Single Point of Contact
Office of Grants Management and Development
717 14th Street, N.W. - Suite 1200
Washington, D.C. 20005
Telephone: (202) 727-6537
FAX: (202) 727-1617

Iowa

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone: (515) 242-4719
FAX: (515) 242-4809

Kentucky

Kevin J. Goldsmith, Director
John-Mark Hack, Deputy Director
Sandra Brewer, Executive Secretary
Intergovernmental Affairs
Office of the Governor
700 Capitol Avenue
Frankfort, Kentucky 40601
Telephone: (502) 564-2611
FAX: (502) 564-0437

Maine

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, Maine 04333
Telephone: (207) 287-3261
FAX: (207) 287-6489

Maryland

Linda C. Janey, JD
Manager, Clearinghouse and Plan Review Unit
Maryland Office of Planning
301 W. Preston Street - Room 1104
Baltimore, Maryland 21201-2305
Telephone: (410) 767-4490
FAX: (410) 767-4480

Michigan

Richard Pfaff
Southeast Michigan Council of Governments
660 Plaza Drive - Suite 1900
Detroit, Michigan 48226
Telephone: (313) 961-4266
FAX: (313) 961-4869

Mississippi

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
550 High St, 303 Walters Sillers Bldg
Jackson, Mississippi 39201-3087
Telephone: (601) 359-6762
FAX: (601) 359-6758

Missouri

Lois Pohl/Carol Meyer
Federal Assistance Clearinghouse
Office Of Administration

P.O. Box 809
Jefferson Building, 9th Floor
Jefferson City, Missouri 65102
Telephone: (573) 751-4834
FAX: (573) 751-7819

Nevada

Heather Elliott
Department of Administration
State Clearinghouse
209 E. Musser Street, Rm 220
Carson City, Nevada 89710
Telephone: (702) 687-4065
FAX: (702) 687-3983

New Hampshire

Jeffrey H. Taylor
Director, New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
Mike Blake
Office of State Planning
2 1/2 Beacon Street
Concord, New Hampshire 03301
Telephone: (603) 271-2155
FAX: (603) 271-1728

New Mexico

Nick Mandell
Local Government Division
Room 201, Bataan Memorial Building
Santa Fe, New Mexico 87503
Telephone: (505) 827-3640
FAX: (505) 827-4984

New York

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224
Telephone: (518) 474-1605
FAX: (518) 486-5617

North Carolina

Jeanette Furney
North Carolina Department of Administration
116 West Jones Street - Suite 5106
Raleigh, North Carolina 27603-8003
Telephone: (919) 733-7232
FAX: (919) 733-9571

North Dakota

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170
Telephone: (701) 328-2094
FAX: (701) 328-2308

Rhode Island

Kevin Nelson
Review Coordinator
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-5870
Telephone: (401) 277-2656
FAX: (401) 277-2083

South Carolina

Omegia Burgess
State Single Point of Contact
Budget and Control Board
Office of State Budget
1122 Ladies Street - 12th Floor
Columbia, South Carolina 29201
Telephone: (803) 734-0494
FAX: (803) 734-0645

Texas

Tom Adams
Single Point of Contact, State of Texas
Governor's Office of Budget and Planning
Director, Intergovernmental Coordination
P.O. Box 12428
Austin, Texas 78711-2428
Telephone: (512) 463-1771
FAX: (512) 936-2681

Utah

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114
Telephone: (801) 538-1027
FAX: (801) 538-1547

West Virginia

Fred Cutlip, Director
Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305
Telephone: (304) 558-0350
FAX: (304) 558-0362

Wisconsin

Jeff Smith
Section Chief, State/Federal Relations
Wisconsin Department of Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: (608) 266-0267
FAX: (608) 267-6931

Wyoming

Sandy Ross
State Single Point of Contact
Department of Administration and Information
2001 Capitol Avenue, Rm 214
Cheyenne, Wyoming 82002
Telephone: (307) 777-7446
FAX: (307) 632-3909

TERRITORIES

Guam

Joseph Rivera
Acting Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-475-9411 or 9412
FAX: 011-671-472-2825

Puerto Rico

Jose Caballero-Mercado
Chairman
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (787) 727-4444
FAX: (787) 723-6190

Northern Mariana Islands

Mr. Alvaro A. Santos, Executive Officer
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2256
FAX: (670) 664-2272

Please direct all questions and correspondence about
intergovernmental review to:

Ms. Jacoba T. Seman,
Federal Programs Coordinator
Telephone: (670) 664-2289
FAX: (670) 664-2272

Virgin Islands

Nellon Bowry
Director, Office of Management and Budget
#41 Norregade Emancipation Garden Station, Second
Floor
Saint Thomas, Virgin Islands 00802

Please direct all questions and correspondence about
intergovernmental review to:

Linda Clarke
Telephone: (809) 774-0750
FAX: (809) 776-0069

If you would like a copy of this list faxed to your office, please
call our publications office at: (202) 395-9068.

* In accordance with Executive Order #12372,
"Intergovernmental Review of Federal Programs," this listing
represents the designated State Single Points of Contact. The
jurisdictions not listed no longer participate in the process
***BUT GRANT APPLICANTS ARE STILL ELIGIBLE TO
APPLY FOR THE GRANT EVEN IF YOUR STATE,
TERRITORY, COMMONWEALTH, ETC. DOES NOT
HAVE A "STATE SINGLE POINT OF CONTACT."
JURISDICTIONS WITHOUT "STATE SINGLE POINTS
OF CONTACTS" INCLUDE:*** Alabama; Alaska; American
Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho;
Louisiana; Massachusetts; Minnesota; Montana; Nebraska;
New Jersey; Ohio; Oklahoma; Oregon; Palau; Pennsylvania;
South Dakota; Tennessee; Vermont; Virginia; and
Washington.

This list is based on the most current information provided by
the States. Information on any changes or apparent errors
should be provided to the Office of Management and Budget
and the State in question. Changes to the list will only be made
upon formal notification by the State. Also, this listing is
published biannually in the Catalogue of Federal Domestic
Assistance.