

# **APPLICATION**

**GENERAL TRAINING & TECHNICAL ASSISTANCE**

## **PUBLIC HEALTH SERVICE**

### **GRANT**

#### **TITLE X**

##### **FAMILY PLANNING SERVICES**

**DEPARTMENT OF HEALTH & HUMAN SERVICES  
OFFICE OF POPULATION AFFAIRS  
FAMILY PLANNING SERVICES  
NATIONAL GRANTS MANAGEMENT OFFICE  
1301 YOUNG STREET, SUITE 766  
DALLAS, TEXAS 75202**

DEAR APPLICANT:

Effective January 1, 1999, when submitting an application, please include the correct (verified) Congressional District/Districts on the SF 424, Application for Federal Assistance, in block 14. Confirmation of the Congressional District/Districts for your organization can be obtained by logging on to the Internet website, [www.rollcall.com](http://www.rollcall.com), Hill Directory; go to "find your representative", and enter your zip code.

It is imperative that the correct Congressional District/Districts be included on the SF 424. The staff of the Congressional Liaison Office (CLO) previously did verification of this information. However, due to staff reductions, CLO will no longer check the accuracy of the Congressional District/Districts as provided by the Grants Management staff.

Your elected officials must receive notification when Federal funds are awarded to their constituency. In addition, we have been informed that we should include the nine-digit zip code on all grant correspondence. Please provide your nine-digit zip code on the SF 424, item 5, applicant address.

If you have questions, contact this office at (214) 767-3490.

# N-O-T-I-C-E

1. Please provide us with the Name, Title and Address of the Project Director if not the same as the Authorized Representative signing the application.

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
NINE-DIGIT ZIP CODE \_\_\_\_\_  
PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_  
E-MAIL \_\_\_\_\_

2. Please provide us with the Name, Title and Address of your Business Manager.

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
NINE-DIGIT ZIP CODE \_\_\_\_\_  
PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_  
E-MAIL \_\_\_\_\_

3. Please provide us with the Name, Title and Address (other than the Project address) of the higher level "authorized official."

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
NINE-DIGIT ZIP CODE \_\_\_\_\_  
PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_  
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## OMB STATE SINGLE POINT OF CONTACT LISTING\*

### Arizona

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### Arkansas

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### California

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### Delaware

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### District of Columbia

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### Florida

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### Georgia

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### Illinois

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### Indiana

Frances Williams  
State Budget Agency  
212 State House  
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### Iowa

Steven R. McCann  
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Iowa Department of Economic  
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## **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  
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## **Maine**

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## **Maryland**

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## **Michigan**

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## **Mississippi**

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## **Missouri**

Lois Pohl/Carol Meyer  
Federal Assistance Clearinghouse  
Office Of Administration  
P.O. Box 809  
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## **Nevada**

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State Clearinghouse  
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## **New Hampshire**

Jeffrey H. Taylor  
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Attn: Intergovernmental Review Process  
Mike Blake  
Office of State Planning  
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## **New Mexico**

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Local Government Division  
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## **New York**

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Albany, New York 12224  
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## **North Carolina**

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## **North Dakota**

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## **Rhode Island**

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## **South Carolina**

Omegia Burgess  
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## **Texas**

Tom Adams  
Single Point of Contact, State of Texas  
Governor's Office of Budget and Planning  
Director, Intergovernmental Coordination  
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## **Utah**

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## **West Virginia**

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## **Wisconsin**

Jeff Smith  
Section Chief  
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## **Wyoming**

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## **TERRITORIES**

### **Guam**

Mr. Giovanni T. Sgambelluri  
Director  
Bureau of Budget and Management  
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Agana, Guam 96910  
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## **Puerto Rico**

Norma Burgos/Jose E. Caro  
Chairwoman/Director  
Puerto Rico Planning Board  
Federal Proposals Review Office  
Minillas Government Center  
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San Juan, Puerto Rico 00940-1119  
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FAX: (809) 724-3270 or (809) 724-3103

## **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  
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Saint Thomas, Virgin Islands 00802

Please direct all questions and correspondence about intergovernmental review to:

Daisey Millen  
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.

<b>TO:</b>	PROGRAM: TITLE X
<b>GRANT NAME:</b>	COMPETING
<b>GRANT NO.</b>	NON-COMPETING

INSTRUCTIONS: BEFORE SUBMITTING YOUR GRANT APPLICATION, PLEASE REVIEW THE FOLLOWING LIST.

RETURN THE ORIGINAL AND TWO COPIES OF YOUR APPLICATION <b>NO LATER THAN</b>	FOR ASSISTANCE IN PREPARATION OF THIS APPLICATION, CONTACT: PROGRAM:
<b>TO</b> DEPT. OF HEALTH & HUMAN SERVICES OFFICE OF POPULATION AFFAIRS FAMILY PLANNING SERVICES NATIONAL GRANTS MANAGEMENT OFFICE 1301 YOUNG STREET, SUITE 766 <u>DALLAS, TEXAS 75202</u>	PHONE:  GRANTS:  PHONE:

## APPLICATION SUBMISSION REQUIREMENTS

ORIGINAL SIGNED APPLICATION PLUS TWO COPIES

### **NEW APPLICATIONS**

- Proof of non-profit status (copy of IRS letter)
- Copy of IRS letter showing EIN
- Copy of By-laws
- Copy of Articles of Incorporation
- SF 424 - PHS 5161-1 (REVISED 5/96)
- SF 424B - STANDARD ASSURANCES
- HHS 690 - ASSURANCE OF COMPLIANCE WITH TITLE VI (NEW)
- STANDARD CERTIFICATIONS - PHS 5161-1, PAGES 17,18,19
- CHECKLIST, PHS 5161-1, PAGE 25,26
- Evidence of compliance with EO 12372
- SF 424A - Budget forms and budget narrative
- Program Work Plan
- Management and Finance
- Exhitits

### **COMPETING CONTINUATION APPLICATIONS**

- SF424 - PHS 5161-1, REVISED 5/96
- SF242B- STANDARD ASSURANCES
- CERTIFICATIONS, PHS 5161-1,PAGE 17,18,19
- CHECKLIST, PHS 5161-1, PAGE 25,26
- Evidence of Compliance with EO 12372
- SF 424A - Budget forms and budget narrative
- Program Work Plan
- Management and Finance
- Exhibits