

IV. Application and Submission Requirements

Applications must be submitted on the Form OPHS-1 (Revised 6/01) and in the manner prescribed in the application kits. Applications should be limited to 50 double-spaced pages, not including appendices. Appendices may provide curriculum vitae, curriculum, or examples of organizational capabilities, or other supplemental information which supports the application.

Applicants are required to submit an original and two copies of the application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award.

Applications must include a one-page abstract of the proposed project. 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 documents.

Applications will be considered as meeting the deadline if they are postmarked on or before the deadline listed in the **DATES** section of this announcement, and received in time for orderly processing. A legibly dated receipt from a commercial carrier or U.S. Postal Service will be accepted in lieu of a postmark. Private metered postmarks will not be accepted as proof of timely mailing. Hand-delivered applications must be received by the OPHS Grants Management Office not later than 4:30 p.m. eastern standard time on the application due date. Applications which are delivered to the OPHS Grants Management Office after the deadline date will not be accepted for review.

Applicants that meet the requirements of this program announcement will be notified by the Office of Grants Management. Applications which do not conform to the requirements of this program announcement or which do not meet the applicable parts of 42 CFR part 59, subpart C, will not be accepted for review, and will be returned to the applicant.

Applications sent via facsimile or electronic mail will not be accepted for review.

Review Under Executive Order 12372

Applications under this announcement are subject to the review requirements of Executive Order 12372, as implemented by 45 CFR part 100, "Intergovernmental Review of

Department of Health and Human Services Programs and Activities." As soon as possible, the applicant should discuss the project with the State Single Point of Contact (SPOC) for each State in the area to be served. The application kit contains the currently available listing of the SPOC's which have elected to be informed of the submission of applications. For those states not represented on the listing, further inquiries should be made by applicant regarding the submission to the relevant SPOC. The SPOC should forward any comment(s) to the OPHS Grants Management Office, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852. The SPOC has 50 days from the closing date of this announcement to submit any comments.

Program Requirements/Application Content

The application must include the proposed curriculum outline for the specialty training course for health care practitioners, other projected continuing education offerings and subject areas, admissions criteria, training plan, and course schedule for the first year of the training project. Training content described in the application should include the following topics: (1) Abstinence education and counseling; (2) HIV/AIDS and sexually transmitted disease (STD) education and counseling; and (3) intimate partner violence and compliance with state reporting laws regarding child abuse, child molestation, sexual abuse, rape or incest. Education regarding the prevention of HIV/AIDS should incorporate the "ABC" message. That is, for adolescents and unmarried individuals, the message is "A" for abstinence; for married or individuals in committed relationships, the message is "B" for being faithful; and, for individuals who engage in behavior that puts them at risk for HIV, the message is "C" for condom use.

The successful specialty training application will include, at a minimum, a description of how the following components will be implemented in the training program:

- Training specific to provision of clinical family planning and related clinical preventive health services in title X-funded projects, including training on abstinence education and counseling, HIV/AIDS education and counseling, which incorporates the "ABC" message, and STD prevention education and counseling;

- Face-to-face didactic and supervised clinical courses for increasing knowledge and enhancing clinical skills of health care

practitioners in selected content areas (e.g., women's reproductive health, men's reproductive health, IUD insertion, etc.);

- Methodology for evaluating the knowledge, competence and skill level of health care practitioners and registered professional nurses after completion of training as compared with their knowledge, competence and skill level prior to completion of training;

- Availability of continuing education credit through on-site and/or distance learning for registered professional nurses and health care practitioners;

- Clinical mentor/preceptorship arrangements for health care practitioners returning to clinical practice settings;

- Training in identifying and providing appropriate counseling and referral in cases of intimate partner violence;

- Training in identifying cases of child abuse, child molestation, sexual abuse, rape, or incest, and in complying with applicable state reporting laws.

In order to assure integration into practice of the knowledge and skills learned in the on-site component of specialty course offerings, the successful applicant will include a strategy for incorporating a clinical mentorship/preceptorship component for health care practitioners returning to their clinical practice settings. The successful applicant will demonstrate the ability to maximize available resources to achieve the objectives of the program.

The successful applicant will be responsible for all costs associated with training program administration and management, and for training costs directly associated with the on-site portion of title X-sponsored trainee preparation (e.g., educational materials, classroom and clinical training sites, etc.). The training project is not expected to be responsible for transportation, housing and other personal expenses incurred by trainees. However, the training project should be prepared to assist trainees with making necessary arrangements at a reasonable cost.

OPA is currently funding a clinical specialty training project which serves Public Health Service Regions I-V. Each training project is intended to provide training primarily for title X family planning services projects located in the applicable Regions. However, it is expected that the applicant funded under this announcement will work with the currently funded project to enable potential students to apply for admission to the alternate program on a