



**U.S. Department of Health and Human Services**

Office of Population Affairs

**Notice of Funding Opportunity**  
Infertility Training Center

**Opportunity Number**  
PA-FPT-26-002

**Application Due Date**  
July 13, 2026 at 6:00 PM Eastern

**Technical Assistance Webinar Date**  
June 22, 2026

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<b>BASIC INFORMATION</b>	
<b>Opportunity Title</b> Infertility Training Center	
<b>Program Office</b> Office of Population Affairs	<b>Application Submission and Format</b> Electronic application submitted via Grants.gov ONLY.
<b>Opportunity Number</b> PA-FPT-26-002	
<b>Award Type</b> CA (Cooperative Agreement)	<b>Application Deadline</b> 7/13/2026 06:00 PM Eastern
<b>Announcement Type</b> Initial	<b>Technical Assistance Webinar Date</b> 6/22/2026
<b>Assistance Listing</b> 93.260 (Family Planning Personnel Training)	<b>Technical Assistance Webinar Details</b> visit the OPA website at <a href="https://opa.hhs.gov/grant-programs/funding-opportunities">https://opa.hhs.gov/grant-programs/funding-opportunities</a> for details
<b>Eligible Applicants (see Section A.1 for full details)</b>  _____	
<b>Executive Order 12372 does apply to this NOFO (see section F.3.D)</b>	
<b>Estimated Total Funding Available</b> \$4,000,000	<b>Estimated Period of Performance (months)</b> 24 months <ul style="list-style-type: none"> <li>• 12-month first budget period</li> <li>• 12-month second budget period</li> <li>• Optional competitive third year</li> </ul>
<b>Estimated Number of Awards</b> 1	<b>Anticipated Award Date</b> 9/30/2026
<b>Anticipated Award Funding Range</b> Up to \$4,000,000	<b>Anticipated Project Start Date</b> 9/30/2026
<b>QUESTIONS?</b> Additional contact information in Section J	

## SUMMARY

The Office of Population Affairs (OPA) announces the availability of funds for Fiscal Year (FY) 2026 under the authority of 42 U.S.C. § 300a–1 (Section 1003 of the Public Health Service Act). OPA seeks applications to establish and operate an Infertility Training Center to support Title X-funded organizations in expanding and enhancing root cause infertility diagnostic treatments and referrals available to patients at Title X-funded clinics. OPA intends to make available up to approximately \$4,000,000 for one grant award for a period of up to two (2) years with an optional competitive third year. The actual amount available will not be determined until enactment of the FY2027 federal budget.

The Infertility Training Center will be expected to:

1. Develop and implement a training and technical assistance plan to assist Title X-funded organizations, providers, and patients with:
  - a. Education on the root causes of female and male-factor infertility and the broad range of holistic infertility treatments and referrals available to patients at Title X-funded clinics.
  - b. Promoting access to robust body literacy education and fertility awareness-based methods (FABMs) to help address root causes and prevention of infertility, such as endometriosis, polycystic ovary syndrome (PCOS), thyroid conditions, other chronic health conditions, and male-factor infertility.
  - c. Expansion of root cause infertility testing and treatment options available within Title X-funded clinics to support and maximize personalized infertility services and fertility restoration.
  - d. Developing and enhancing referrals relationships between Title X-funded clinics and root cause infertility specialists, including fertility awareness-based methods (FABMs) trained professionals and minimally invasive surgeons to enable and maximize patients to access personalized and comprehensive patient-centered care for fertility restoration.
2. Raise awareness and increase use of the Infertility Training Center and the training and technical assistance available among Title X-funded organizations, medical professionals, and patients.
3. Implement gold standard science, including monitoring, evaluating, and continuously improving the quality and effectiveness of the training and technical assistance provided to Title X-funded organizations to ensure project goals are being met.

Applicants may be a public or nonprofit private entity. All activities funded under this announcement must be in compliance with the Title X statute, as well as the program regulations and legislative mandates, as applicable. Copies of the Title X statute, regulations, and legislative mandates may be downloaded from the Office of Population Affairs web site at <https://opa.hhs.gov/grant-programs/title-x-service-grants/title-x-statutes-regulations-and-legislative-mandates>.

The Office of the Assistant Secretary for Health (OASH) Grants and Acquisitions Management Division (GAM) will administer this competition.

We encourage you to review all program requirements, eligibility information, application format and submission instructions, OASH Priorities (available online at <https://health.gov/priorities>), and other content of this notice to ensure your application complies with all requirements.

## **A. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants**

Any public or private nonprofit entity is eligible to apply.

You must meet all of the eligibility requirements in order for us to review your application.

#### **a. Eligible Entities**

Additional examples of eligible organizations include:

State governments

County governments

City or township governments

Special district governments

Independent school districts

Public and State controlled institutions of higher education

Native American tribal governments (Federally recognized)

Public housing authorities/Indian housing authorities

Native American tribal organizations (other than Federally recognized tribal governments)

Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education

#### **b. PD/PI Eligibility**

There is no restriction on an individual's eligibility to be Project Director (PD)/Principal Investigator (PI) on an application. However, we will not make an award with a PD/PI who has an active government-wide exclusion, suspension, or debarment recorded in SAM.gov.

We expect that throughout the period of performance the PD/PI will be involved in, and have substantial knowledge about, all aspects of the project. Although your organization may recognize co-PD/PIs on team-managed projects, we recognize only a single PD/PI who will be responsible for the programmatic aspects of the project.

#### **c. Other Considerations**

##### ***Submitting Multiple Applications***

You may submit more than one application, but each application must be for a distinctly different project.

If you submit multiple applications for the same project, we will accept only the last application submitted a Grants.gov timestamp that is before the due date and time. We will disqualify all other versions of the application. See Section G.1.b for all disqualification factors.

### ***Submitting an Application as a Group or Consortium***

For any given project, we will only make an award to a single eligible entity. More than one entity may choose to work together on a project under this opportunity, but only one entity may submit the application. If awarded, that entity will be the award recipient and will be responsible for conducting the project.

The other entities may participate in the project, if awarded, and would be responsible to the recipient for their respective roles, typically as subrecipients.

Groups may form a consortium, partnership, or other legally recognized entity for the purpose of applying for this opportunity and carrying out any awarded project. The resulting entity must exist and be legally recognized when it applies and must have an active registration in SAM.gov. We will conduct a risk assessment on the applying entity (Section G.4) prior to making any award.

### ***Eligibility Documentation***

We do not require you to submit documentation of your eligibility (e.g., proof of 501(c)(3) status as determined by the Internal Revenue Service or an authorizing tribal resolution) when you submit your application. It is important that your organization is correctly classified in your SAM registration (Section F.2.a).

During our review of your application, we might request additional documentation to support your eligibility. This request means only that your application is under review and not that you will receive an award.

More specific information on the type of documentation that we might request specific to this opportunity appears in Section F.4.b.

### ***Application Disqualification***

We will disqualify applications that fail to meet the eligibility, responsiveness, formatting, and submission requirements (Sections G.1.b) prior to conducting merit review. Disqualified applications will not undergo further review.

We will notify disqualified applicants at the end of the competition when we announce the award recipients.

## **2. Application Responsiveness Criteria**

We will review your application to determine whether it meets the responsiveness criteria below. If your application does not meet the responsiveness criteria, we will disqualify it from the competition; we will not review it beyond the initial screening.

The responsiveness criteria are as follows:

- The grant applicant clearly includes the required Title X Assurances (42 CFR part 59, subpart C (59.205) as an Appendix in their application. Includes assurance that (1) No portion of the Federal funds will be used to train personnel for programs where abortion

is a method of family planning; (2) No portion of the Federal funds will be used to provide professional training to any student as part of his/her education in pursuit of an academic degree; and (3) No project personnel or trainees shall on the grounds of race, color, national origin, religion, sex, disability, age, or another protected characteristic be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the project.

### **3. Cost Sharing or Matching**

You are not required to provide cost sharing or matching in your proposed budget.

## **B. REQUIRED ALIGNMENT WITH OASH MISSION AND AGENCY PRIORITIES**

Consistent with OASH's mission, in carrying out any project that is funded under this NOFO, recipients must align program design and activities with agency priorities where consistent with program authority and the scope of the award (Priorities of the Office of the Assistant Secretary for Health," available online at: <https://health.gov/priorities>), and when authorized by law according to the Title X statute, regulations, legislative mandates, and additional program guidance. Funded activities must advance and support OASH's mission to improve the health and well-being of Americans.

In addition, the recipient is required to administer any project that is awarded under this NOFO in accordance with the following objectives in the Title X program that are authorized to advance them:

1. Promote body literacy education for making informed and healthy decisions that advance optimal health
2. Advance reproductive goals counseling

The recipients must demonstrate ongoing compliance with these priorities, in all programs that are authorized to advance them, through program design, implementation, reporting, and evaluation. Failure to meaningfully align funded activities with the applicable requirements may result in corrective action, additional reporting requirements, or other actions consistent with federal grant regulations found at 2 C.F.R. Part 200 and the terms and conditions of this award (including termination pursuant to 2 C.F.R. 200.340(a)(4) for no longer effectuating program goals or agency priorities).

## **C. PROGRAM DESCRIPTION**

Office of Population Affairs (OPA) anticipates making an award for Fiscal Year (FY) 2026 under the authority of 42 U.S.C. § 300a-1 (Section 1003 of the Public Health Service Act)

OPA administers the Title X program, which was established in 1970 when Congress enacted Title X of the Public Health Service Act. The Title X program is implemented through competitively awarded grants to a diverse network of public and private nonprofit health and

community-based clinics. Title X services are guided by the requirements of the Title X statute, regulations, and legislative mandates.

Under this funding opportunity (PA-FPT-26-001), the cooperative agreement award will be given to one organization to serve as the Infertility Training Center to provide training and technical assistance to support Title X-funded organizations in: 1) educating on the root causes of infertility and the broad range of holistic infertility treatments and referrals available; 2) promoting access to robust body literacy education and fertility awareness-based methods to address root causes of infertility; 3) expanding and enhancing the root cause infertility diagnostic treatments and referrals available to patients at Title X-funded clinics; and 4) developing and enhancing referrals between Title X-funded clinics and root cause infertility specialists.

## **1. Purpose of this Opportunity**

### **a. Background**

The goal of this funding opportunity is to establish and operate an Infertility Training Center to support Title X-funded organizations in expanding and enhancing the root cause infertility treatments and referrals available to patients at Title X-funded clinics. Although the training and technical assistance developed by the Infertility Training Center are developed for Title X-funded organizations, the materials may also be useful to others who, though not funded by Title X, aim to deliver high quality infertility services.

The primary audience for this training center is Title X-funded organizations, providers, and patients. Many Title X-funded organizations rely on sub-recipients and partners to deliver services. Therefore, OPA expects the funded training center to provide training and technical assistance at the grant recipient, sub-recipient, and service site levels to support organization efforts and service delivery networks. More information about the Title X service delivery project is available on the OPA website at <https://opa.hhs.gov/>.

### **Infertility**

Infertility is a symptom of one or more underlying condition(s) that makes it difficult or impossible to successfully conceive and carry a child to term. Infertility is diagnosed after 12 months of intercourse without the use of a chemical, barrier, or other contraceptive method, where conception should otherwise be possible, or after 6 months of targeted intercourse without the use of a chemical, barrier, or other contraceptive method, where conception should otherwise be possible.

In the United States, 1 in 5 (19%) of married women aged 15 to 49 with no prior births are unable to conceive after 1 year of trying. About 1 in 4 (26%) of women in this group have difficulty getting pregnant or carrying a pregnancy to term.<sup>1</sup> In addition to primary infertility, couples may also experience secondary infertility or recurrent pregnancy loss (RPL).

Infertility may be caused by female factors, male factors, or a combination of female and male factors.

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<sup>1</sup> CDC, [Infertility: Frequently Asked Questions | Reproductive Health | CDC](#)

Causes of female infertility may include heavy menstrual bleeding (menorrhagia), endometriosis, polyendocrine metabolic ovarian syndrome (PMOS), disruption of ovarian function, fallopian tube obstruction or damage, pelvic adhesions, blood clotting disorders, thyroid disorders, hormone imbalances, insulin resistance, and/or abnormalities of the uterus. Causes of male infertility may include low sperm count (oligospermia), thyroid disorders, insulin resistance, disruption of testicular or ejaculatory function, hormonal disorders, and/or genetic disorders.

Factors associated with decreased female and male fertility include age; smoking; excessive alcohol use; certain medications; vitamin and nutritional deficiencies; being overweight, obese, or low body weight; extreme weight gain or loss; and excessive physical or emotional stress. Additional factors associated with decreased male fertility specifically include: a history of trauma to the testes; exposure to testosterone, radiation, certain medicines, or certain environmental toxins; and frequent exposure of the testes to high temperatures.<sup>2</sup> STIs can also contribute to infertility by causing pelvic inflammatory disease (PID), reduced sperm quality and motility, and other inflammatory conditions that may cause difficulty with conception or carrying to term.

Difficulty getting pregnant can be unexpected and very challenging for couples that desire biological children. A broad range of root cause infertility treatment options is available, and services ought to be comprehensive and tailored to the needs of each couple. One important early step is helping people understand fertility, their body, and conditions that may contribute to infertility. Many couples who experience the struggles of infertility ultimately have children with root cause treatment and fertility planning training.<sup>3</sup>

## **Overview of the Title X Program**

Title X clinics provide services to clients of both sexes and all ages, including adolescent clients, with priority given to people from low-income families. Title X services are voluntary, and provided regardless of one's ability to pay or a client's religion, race, color, national origin, disability, age, sex, number of pregnancies, or marital status.

The majority of the clients served by Title X providers are low-income, female, and under 30 years old. In order to ensure that all prospective low-income clients are able to access services, there is no charge for services to people with family incomes at or below 100% of the most recent federal poverty level (FPL) guidelines, and services are discounted on a sliding scale for people with family incomes between 101-250% of the FPL. In 2023, 60% of clients had family incomes at or below 100% FPL, while 83% had family incomes below 250% of the FPL.

Detailed information about current and past clients served by Title X recipients and the broad range of services provided to clients by Title X recipients is available in the Family Planning Annual Report (FPAR) available on the OPA website at <https://opa.hhs.gov/research-evaluation/title-x-services-research/family-planning-annual-report-fpar>.

Title X services include a broad range of medically approved services, which includes natural family planning methods, also commonly known as fertility awareness-based methods;

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<sup>2</sup> CDC, [Infertility: Frequently Asked Questions | Reproductive Health | CDC](#)

<sup>3</sup> CDC, [Infertility: Frequently Asked Questions | Reproductive Health | CDC](#)

pregnancy testing and counseling; assistance to achieve pregnancy; basic infertility services; sexually transmitted infection (STI) services; and other preconception health services.

Title X services are delivered by highly trained clinical services providers, including physicians, physician assistants (PAs), nurse practitioners (NPs), certified nurse midwives (CNMs), and registered nurses with an expanded scope of practice who are trained and permitted by state-specific regulations to perform all aspects of the user physical assessments recommended for preventive health and infertility care. Other service providers including registered nurses, public health nurses, licensed vocational or licensed practical nurses, certified nurse assistants, health educators, social workers, and clinic aides also assist in the delivery of Title X services, including patient education and counseling.

### **Patients Served and Services Provided within Title X clinics in 2023<sup>4</sup>**

In 2023, 2.8 million patients received Title X services through 3,853 clinics nationwide. 16% of Title X patients were ages 15-19, 21% were ages 20-24, 19% were ages 25-29, 16% were ages 30-34, 12% ages 35-39, 8% ages 40-44, and 9% over age 44. 85% of patients were female and 15% were male. 60% of patients had incomes below 101% of the FPL and received services for free, 23% had incomes between 101-250% of the FPL and received services on a discounted sliding fee scale, 9% had incomes over 250% of the FPL, and 8% had incomes unknown/not reported and paid full price for services.

Title X grant recipients receive support from Federal Project Officers (PO) and OPA-funded Training and Technical Assistance (TTA) providers. The POs conduct regular, ongoing monitoring calls and review annual progress reports to assess grant recipients' progress in meeting program expectations. POs also conduct program reviews, a virtual or onsite visit to a grant recipient and their service sites, to ensure recipient compliance, provision of high-quality clinical care, and program integrity. POs work closely with OPA-funded TTA organizations to provide TTA so that grant recipients not only meet program expectations but can deliver the highest quality fertility planning services.

#### **b. Opportunity Details**

##### ***Priorities for this Opportunity***

The Infertility Training Center will be expected to:

1. Develop and implement a training and technical assistance plan to assist Title X-funded organizations, providers, and patients with:
  - a. Education on the root causes of female and male-factor infertility and the broad range of holistic infertility treatments and referrals available to patients at Title X-funded clinics.

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<sup>4</sup> OPA, 2023 Family Planning Annual Report (<https://opa.hhs.gov/sites/default/files/2025-05/2023-FPAR-National-Summary-Report.pdf>)

- b. Promoting access to robust body literacy education and fertility awareness-based methods (FABMs) to address root causes of infertility, such as chronic health conditions, including endometriosis, polyendocrine metabolic ovarian syndrome (PMOS), and thyroid conditions, and male-factor infertility before patients may be aware that they may experience challenges with fertility.
  - c. Expanding and enhancing root cause infertility testing, treatments, and referrals available within Title X-funded clinics to enable patients to receive as many personalized and comprehensive infertility services needed as possible within the Title X-funded clinic for fertility restoration.
  - d. Developing and enhancing referrals between Title X-funded clinics and root cause infertility specialists, including fertility awareness-based method trained professionals and minimally invasive surgeons, to ensure patient-centered care.
2. Raise awareness about and increase use of the Infertility Training Center and the training and technical assistance available among Title X-funded organizations, medical professionals, and patients.
  3. Monitor, evaluate, and continuously improve the quality and effectiveness of the training and technical assistance provided to Title X-funded organizations to ensure project goals are being met.

***Expected Performance Goals and Outcomes for Funded Projects***

OPA will fund one applicant that meets the goals of the NOFO and provides objective measurements for success. We expect the Infertility Training Center to meet the following goals:

**Goal 1. Develop and implement a training and technical assistance (TTA) plan**

The Infertility Training Center must develop and implement a training and technical assistance (TTA) plan to assist Title X funded organizations, providers, and patients with:

- a. Education on the root causes of infertility and the range of holistic infertility treatments and referrals available to patients at Title X-funded clinics.
- b. Access to robust body literacy education and fertility awareness-based methods to address root causes of infertility, including endometriosis, polyendocrine metabolic ovarian syndrome (PMOS), and thyroid conditions, other chronic health conditions, and male-factor infertility.
- c. Expansion of root cause infertility testing and treatment options available within Title X-funded clinics to support and maximize personalized infertility services and fertility restoration
- d. Enhancing referrals between Title X-funded clinics and root cause infertility specialists, including fertility awareness-based method (FABM) trained professionals and minimally invasive surgeons, to ensure patient-centered care.

Expected Outcomes:

- Increased patient understanding of the biological and lifestyle-related causes of infertility, especially as it affects their individual situation.
- Improved patient awareness of root-cause infertility treatment options and referrals available at and through Title X-funded clinics.
- Increased Title X provider knowledge in counseling patients on infertility prevention, early identification of risk factors, and referrals as appropriate.

OPA expects the Infertility Training Center to develop and implement a cost-effective, efficient, appropriate, and sustainable TTA plan to guide the provision of TTA throughout the project period. The plan should describe:

- How TTA needs will be identified
- How TTA will be delivered using approaches informed by research, best practices, adult learning, and implementation science
- How TTA will be monitored, evaluated, and improved over time
- How TTA will reflect the target audience, including their roles, responsibilities, service settings, and communities served.

OPA expects the Infertility Training Center to develop an annual TTA plan for each budget year and update the plan throughout the year, as needed. OPA expects the Infertility Training Center to provide TTA for Title X-funded organizations, including their subrecipients and service sites, providers, and patients. TTA is expected to be provided at varying levels of intensity (i.e., universal, selected, and individualized) using diverse modalities (e.g., in-person or online training and follow-up support, training of trainers, individual or group technical assistance, coaching, mentoring, peer-to-peer support, interviews and podcasts, videos, syntheses of available research and best practices, development of resources and tools, and virtual skills-building, etc.). Determining the best modality to use should be based on which modality is most likely to meet the intended outcomes of each TTA activity. The plan should include modalities that do not rely exclusively upon in-person meetings; however, in-person meetings are also allowable as needed and appropriate.

OPA expects the tiered level of TTA to include:

- Universal TTA that is applicable to all organizations/providers/patients (or subrecipients and/or service sites) and can be accessed and utilized by all.
- Selected TTA for a sub-set of organizations/providers/patients (or subrecipients and/or service sites) that have a particular interest or need for assistance, e.g., creation of learning collaboratives comprised of several grantees with shared learning objectives; and
- Individualized TTA that requires one-on-one coaching to address specific challenges/barriers.

Possible TAA topics for Title X-funded organizations, providers, and patients to deepen the skill and ability of Title X clinics to expand and enhance root-cause infertility treatments and referrals include, but are not limited to:

- Screening for need and desire for personalized and holistic root-cause fertility treatments and preparing for a healthy pregnancy.
- Strengthening effective patient education approaches focused on root cause fertility supports and treatments.
- Helping patients understand their fertility and assist with fertility planning, especially education on how to employ FABMs to monitor and track relevant biomarkers and the female cycle.
- Updates on advances in digital modalities or FinTech to support and monitor fertility and teaching clinic staff how to support patients in using new digital platforms.
- Supporting behavior change to avoid metabolic, lifestyle, and environmental toxins that impact fertility in women and men.
- Expanding provider, clinical staff or health educator training on all available FABMs.
- Understanding the fertility health landscape to provide referral for advanced and specialized restorative surgery.
- Identifying incentives and barriers for expanding and enhancing root cause infertility services and treatments within Title X clinics.
- Developing communications, marketing, and promotional materials that Title X staff and providers can use to raise awareness with patients about the root cause infertility testing and treatments available within all Title X clinics.

**Goal 2. Raise awareness about and increase use of the Infertility Training Center and the training and technical assistance available among Title X-funded organizations, medical professionals, and patients.**

The Infertility Training Center should develop and implement a communication strategy to:

- Raise awareness of the TTA resources available through the Training Center among Title X-funded organizations, providers, and patients that results in increased uptake and engagement; and
- Share information with OPA and relevant audiences that provides for an active exchange of knowledge (e.g., expertise, learnings, best practices) that can be applied to create positive impacts on Title X recipients, the public, and other interested parties.

OPA expects the communication strategy to utilize a variety of dissemination strategies and formats to increase utilization of TTA resources. The strategy should also use a tailored approach to ensure Title X grant recipients are able to access TTA tailored to their needs.

The Infertility Training Center should build and maintain a user-friendly online presence that allows Title X grant recipients, OPA, and the public to freely access, easily find, and immediately use the training and technical assistance resources available to them.

The Infertility Training Center should ensure that their TTA content is not duplicative of other OPA-funded organizations. Where topics and content may be similar, we encourage the recipient to collaborate with other OPA-funded organizations for alignment and recognition of each organization's contribution.

Expected Outcomes:

- Engagement of Title X grant recipients with training and technical assistance resources developed by the Infertility Training Center.
- Increased and ongoing engagement by OPA, Title X recipients, and the public with the Infertility Training Center's communications sharing expertise and best practices.

**Goal 3. Monitor, evaluate, and continuously improve the quality and effectiveness of the training and technical assistance provided to Title X-funded organizations to ensure project goals are being met.**

Throughout the course of the project, we expect the Infertility Training Center to monitor, evaluate, and continuously improve the 1) quality and effectiveness of TTA provided to Title X grant recipients and 2) the project approach in achieving the goals of the NOFO. The Infertility Training Center should develop and implement an evaluation plan to identify successes and gaps, and to assess if the TTA provided results in:

- e. Education on the root causes of infertility and the broad range of holistic infertility treatments and referrals available to patients at Title X-funded clinics.
- f. Improved access to robust body literacy education and fertility awareness-based methods to address root causes of infertility, such as chronic health conditions, including endometriosis, polyendocrine metabolic ovarian syndrome (PMOS), and thyroid conditions, and male-factor infertility before patients may be aware that they will experience challenges with fertility.
- g. Expanded and enhanced root cause infertility testing, treatments, and referrals available within Title X-funded clinics to enable patients to receive as many personalized and comprehensive infertility services needed as possible within the Title X-funded clinic for fertility restoration.
- h. Enhanced referrals between Title X-funded clinics and root cause infertility specialists, including fertility awareness-based methods trained professionals and minimally invasive surgeons, to ensure patient-centered care.

Expected Outcomes:

- Adjustments to improve the training center's TTA based on ongoing monitoring and evaluations.

The evaluation plan should be reviewed annually and updated as needed. We expect the Infertility Training Center to include opportunities in the evaluation plan for Title X grant recipients to regularly provide feedback on TTA they have received. Information collected should be used by the Infertility Training Center to adjust the content, delivery mechanisms, quality, and/or dosage of the TTA to better meet the needs of Title X grant recipients and in alignment with OASH Priorities.

Results of assessments conducted should be shared with OPA and other federal staff, including a senior appointee or senior appointee's designee, during monitoring calls and semi-annual progress reports. We expect results from these evaluations to feed into an iterative process that informs the TTA plan and personnel needs over the period of performance.

## **2. Federal Involvement in the Project**

If you receive an award, we will encourage you to seek the advice and opinion of federal staff when problems arise. However, you would be responsible for making sound programmatic and administrative judgments. The responsibility for operating decisions will be yours and does not shift to HHS, OASH, or Office of Population Affairs.

Under a grant, the program office's involvement may include routine monitoring and technical assistance such as monthly conference calls, occasional site visits, ongoing review of plans and progress, participation in relevant meetings, provision of training and technical assistance.

A single award will be made in the form of cooperative agreement with the recipient. Cooperative agreements are a form of assistance that allows for substantial involvement between federal program office and the recipient during the project period. In addition to the usual monitoring and technical assistance provided under the cooperative agreement (e.g., assistance from assigned Federal project officer, frequent monitoring calls, site visits, ongoing review of plans and progress, participation in relevant meetings, provision of training and technical assistance), substantial programmatic involvement from OPA may include:

- a. Facilitating communication with OPA-funded Title X grant recipients and other OPA-funded organizations.
- b. Keeping the funded training center abreast of important Federal initiatives that could potentially influence the direction or implementation of a given strategy.
- c. Translation and dissemination of lessons learned through publications, meetings, and other means.

## **3. Eligibility criteria for project participants**

You must not restrict participation in the project on the basis of race, color, national origin, religion, sex, disability, age, or another protected characteristic (See Section I.5).

## **D. AWARD INFORMATION**

OPA intends to award one cooperative agreement to a single awardee under this announcement.

### ***Budget period(s)***

We expect to fund awards in 12-month budget periods for a total period of performance up to 24 month(s) with an optional competitive third year. However, we may approve shorter periods of performance. Budget periods may vary from the estimated 12 months because of the timing of award issuance or other administrative factors.

For multi-year projects, recipients must submit a non-competing continuation (NCC) application for each budget period after the first. We anticipate offering a competing continuation for a third year for the purpose of providing funding to support selected recipients as they transition projects to sustainability. We will provide guidance generally 3 months prior to the end of the active budget period. Continuation funding is contingent upon the availability of funds, satisfactory progress of the project, appropriate stewardship of federal funds, and the best interests of the government. Funding for all approved budget periods after the first is generally the same as the

initial award amount and may be subject to any offset with funds unused in a previous budget period.

## **E. APPLICATION FORMAT AND CONTENTS**

### **1.Format of the Application**

You must prepare your application using the forms and information described in this NOFO. The official online application package on Grants.gov contains all necessary forms and guidance for preparing an application. This package includes but is not limited to:

- Full Text of the NOFO
- Standard forms (required) and their instructions
  - SF-424 Application for Federal Assistance
  - SF-424A Budget Information for Non-Construction Programs
  - SF-LLL Disclosure of Lobbying Activities
  - Project Abstract Summary
- Sample templates, if available.

In addition to the four standard forms in the application package, your application will consist of 3 sections of materials you prepare:

1. Project Narrative
2. Appendices to the Project Narrative
3. Budget Package

We strongly encourage you to read all instructions for the application format and content to avoid disqualification of your application. An application checklist is available in Section K.1.

#### **a. Project Narrative – Formatting**

Following the formatting instructions below will help ensure that your application is readable for review process. Acceptable electronic file formats are in Section F.3.a.

##### ***Names of Individuals***

We encourage you to use individuals' full names (first, middle, last) on the standard forms and any other documents such as résumés/curricula vitae/biographical sketches to distinguish them for verification in the SAM exclusion records. Delays may result in award processing if full names are not provided.

You should avoid submitting personally identifiable information such as personal contact information (e.g., home address and telephone number) on résumés/curricula vitae/biographical sketches. Do not submit social security numbers.

If you receive an award, only one Project Director/Principal Investigator (PD/PI) will be named on the award documents. (Section A.1.b) Avoid using a placeholder or honorary

PD/PI. If you have not hired an individual to be the PD/PI, you should name an interim PD/PI, and your application should clearly identify that person as such.

We typically expect the PD/PI to be named on the SF-424 in box 8.f. Avoid naming grant writers in box 8.f unless they have the expertise to respond to technical questions about the proposed project in a timely manner.

Identify other personnel who are essential or key to the execution of the proposed project clearly in your project narrative.

If you receive an award, a request for a change in PD/PI or key personnel under any circumstance requires prior approval of the grants management officer before becoming effective. We may disallow any costs incurred as a result of that change prior to our approval. See Section I.1.c.

### ***Page Formatting***

If you submit documents that do not conform to the following instructions, GAM will disqualify your application during the review process (Section G.1.b).

Use an easily readable typeface, such as Times New Roman or Arial.

Use a 12-point font.

Use an 8.5" X 11" page size. Any other size page (e.g., A4, legal) will disqualify your application.

You must double-space the Project Narrative pages or we will disqualify your application. You may single-space tables or use alternate fonts, but you must ensure the tables are easy to read.

Do not number pages or include a table of contents. Our grants management system will generate page numbers once your application is complete.

You must submit your application in the English language and in terms of U.S. dollars ((2 C.F.R. § 200.111(a)).

### ***Page Limits***

Your project narrative and appendices must adhere to these page limits.

The page limits do not include the budget package (Section E.2.c)

The page limits do not include the required forms (SF-424, SF-424A, SF-LLL, and the Project Abstract Summary)

If your application exceeds the specified page limits when printed on 8.5" X 11" page, we will not review your application further.

We encourage you to print out your application before submitting it to ensure that it is within the page limits and is easy to read. Do not reduce pages to fit multiple pages on a single sheet to avoid exceeding the page limitation.

Do not hyperlink to documents or sites outside of your application to augment your application. Reviewers will not be permitted to follow links to external content during their assessment of your application. The one exception to this is a link to your internal controls as part of your budget package (Section E.2.c.3).

	Page Limit
<b>Project Narrative</b>	40
<b>Project Narrative plus Appendices</b>	70

***Labeling Proprietary Information***

Proprietary information includes patentable ideas, trade secrets, privileged or confidential commercial or financial information, the disclosure of which may harm the applicant. You should include proprietary information in your application only to the extent that it is essential to the reviewers’ understanding of the project. Proprietary information should not appear in your Project Abstract Summary.

If your application contains proprietary information, you should clearly label the top of the first page of the project narrative. For example,

Contains proprietary or confidential information that [Your Organization Name] requests not be released to persons outside the government, except for purposes of review and evaluation.

Awarded applications are subject to release under the Freedom of Information Act (FOIA) with redactions as the FOIA statute permits.

**b. Appendices to the Project Narrative – Formatting**

Your appendices should include any specific items outlined in Section E.2.b. Your documents should be easy to read.

You should use the same formatting specified for the Project Narrative. However, documents such as résumés/curricula vitae/biographical sketches, organizational charts, tables, Memoranda of Agreement (MOAs) or Letters of Commitment (LOCs) may have formatting common to those documents, so long as the pages are easy to read. For example, resumes, MOAs and LOCs may be single-spaced.

You must upload all of your appendices as a single, consolidated file in the Attachments section of your Grants.gov application. You must use an acceptable file format (Section F.3.a). We strongly encourage you to convert your file(s) to PDF format before uploading and review them to ensure accurate conversion.

Your Project Narrative plus the Appendices may not exceed the total number of pages for the application (Section E.1.a).

**c. Budget Package - Formatting**

The budget narrative should use the formatting required of the project narrative for the explanatory text. Budget tables may be single-spaced but should be laid out in an easily readable format and within the printable margins of an 8.5” x 11” page. You must use an acceptable file format (Section F.3.a). We do not accept Excel or other similar spreadsheet formats.

The application page limit does not include the SF-424A or the budget narrative (including budget tables).

We recommend you present budget amounts and computations in a columnar format: first column, object class categories; second column, federal funds requested; third column, non-federal resources; and last column, total budget.

<b>Object Class</b>	<b>Federal Funds Requested</b>	<b>Non-Federal Resources</b>	<b>Total Budget</b>
<b>Personnel</b>	\$100,000	\$25,000	\$125,000

**2. Content**

**a. Project Narrative - Content**

The Project Narrative is the most important part of your application. We will use it as the primary basis to determine whether your project merits an award. The project narrative should provide a clear and concise description of your project. We recommend that your project narrative include the following components with the requested information. Labeling the sections accordingly will help the reviewers find information quickly.

Successful applications will contain the following:

**Organizational Capacity and Expertise in Providing TTA**

- Describe your organization’s relevant history and experience providing TTA, including the number of organizations you have provided TTA to at any one time, the approaches you have used to ensure TTA meets the need of the end user(s), and the impact of the TTA.
- Describe your organization’s experience with managing the demands of TTA to multiple stakeholders at any one time and at varying levels of experience and expertise.. Describe the strategy used to manage such complexity.
- Describe your organizational capacity and expertise designing and providing effective TTA, in various modalities, at various levels of intensity (universal, selected, individualized), at different organizational levels of a project (grantee, subrecipient, service site), and to individuals with varying levels of expertise (novice to expert).

- Describe your proposed staffing plan in support of this application, including a description of the project team, the roles and responsibilities of all members of the project team, and how they will work together to achieve the project's objectives and outcomes. This should include a description of the quality and sufficiency of the proposed staffing of the project. Include the expertise and experience of proposed staff (including sub-recipients). Specifically, address the following aspects of proposed staffing:
  - For existing staff, provide position descriptions, qualifications for performing the role, and FTE of the position. Include an abbreviated résumé (as an appendix) for all staff.
  - For staff to be hired, provide position descriptions and desired qualifications for each position. Include a timeline for when the position will be staffed, FTE of the position(s), and the methods to be used for recruiting qualified applicants.
- Describe the organization's existing infrastructure and its ability to make rapid and effective use of this funding, as well as to support and manage a project of this size and scope within the existing infrastructure.

### **Technical Approach**

- Describe your approach to fulfill the services delivery needs of the area to be served.
  - i. Describe your approach for assessing TTA needs of Title X-funded organizations, providers, and patients related to the expectations described on pages 9-12 of this NOFO. Describe the data and processes that will be used to identify TTA needs and priorities. Describe how this information will be used to develop and implement a TTA plan that will increase knowledge and skills, transfer of skills to job performance, and improve the delivery of services as related to (1) education on the root causes of infertility and the broad range of holistic infertility treatments and referrals available to patients at Title X-funded clinics; (2) promoting access to robust body literacy education and fertility awareness-based methods to address root causes of infertility, such as chronic health conditions, including endometriosis, polyendocrine metabolic ovarian syndrome (PMOS), and thyroid conditions, and male-factor infertility well before patients may be aware that they will experience challenges with fertility; (3) expanding and enhancing root cause infertility testing, treatments, and referrals available within Title X-funded clinics to enable patients to receive as many personalized and comprehensive infertility services needed as possible within the Title X-funded clinic for fertility restoration; (4) enhancing referrals between Title X-funded clinics and root cause infertility specialists, including fertility awareness-based method trained professionals and minimally invasive surgeons, to ensure patient-centered care.
- Describe your approach for ensuring the TTA plan is responsive to the ways in which Title X grant recipients best learn. Include the various modalities and levels of intensity of TTA (universal, selected, and individualized) that will be utilized. Demonstrate how you will ensure that the proposed approach for designing a TTA activity includes a clear and logical connection between the identification of the TTA need to the definition of TTA activity objectives, training modality, and development of resources.

- Describe your process for designing and implementing a TTA activity. Note an activity can include any type of TTA (e.g., job aid, webinar, in-person training). Describe how (i) objectives are defined, (ii) the appropriate training modality is selected (e.g., in-person, webinar, job aid, etc.), (iii) the audience for the activity is identified, and (iv) materials are developed to meet the objectives. Describe how stakeholders (e.g., grant recipients, OPA project officers, other OPA-funded TTA centers) will be engaged in the design process.
- Describe how you will communicate and disseminate information about the Infertility Training Center, its resources, and TTA available with Title X grant recipients and other relevant audiences in a manner that results in increased awareness, understanding, accessibility, and use of TTA. Describe the dissemination strategies and formats that will be used to communicate information and describe the methods and criteria that will be used to determine who will receive TTA.

### **Project Significance**

- Describe the extent to which the Infertility Training Center will increase the delivery of services to people, particularly low-income groups, with a high percentage of unmet need for infertility care.
- Describe the significance of this project, including the goal of expanding and enhancing infertility testing and holistic treatments within the Title X program.
- Describe how your project will affect the knowledge, skills, and behaviors of Title X grant recipients and result in an increase in the delivery of high-quality fertility planning services to people at the national level.
- Describe your understanding of the opportunities and challenges involved in expanding and enhancing infertility testing and holistic treatments within Title X clinics. Describe how you will support the opportunities while addressing the challenges.

### **Collaboration & Stakeholder Engagement**

- Describe your history collaborating with other organizations to provide training and technical assistance and support delivery of infertility testing and holistic treatments. Provide examples of the types of partners your organization has engaged in the past, as well as the outcomes of those partnerships.
- Describe plans to partner with other organizations to provide training and technical assistance in support of this project. Describe the nature of the partnerships and persons involved, and provide rationale for the selection of these partners in support of this project. If possible, include signed MOUs or Letters of Support as an Appendix.
- Demonstrate an understanding of who all the stakeholders are for this project. Describe your approach for engaging these stakeholders in the identification of training and technical assistance needs and ensuring the design of TTA meets the needs. Specifically address how Title X grant recipients will be engaged as part of your approach.

### **Project Monitoring and Evaluation**

- Describe the plan for managing the overall project, including managing all partners and sub-recipients. Describe the approach that will be used to monitor and track progress, completion, and quality of all project objectives and activities.
- Describe your evaluation methodology to assess the extent to which the training center is meeting the performance outcomes of this NOFO. Describe the measurable outcomes that will be used and the quantitative and qualitative tools and techniques that will be employed to measure the outcomes.
- Describe your evaluation methodology to assess the quality and effectiveness of TTA provided to grantees. Describe the range of measurable outcome(s) that will result from training and technical assistance provided through the training center and how you will measure the extent to which the outcomes were achieved. Describe the quantitative and qualitative tools and techniques that will be employed to measure the outcome(s).
- Describe how you will continuously monitor, evaluate, and improve the training and technical assistance provided to Title X grant recipients. Describe your approach for identifying and addressing areas for continuous quality improvement. Include the data that will be collected as part of your continuous quality improvement efforts.

#### **b. Appendices to the Project Narrative – Content**

All items described in this section will count toward the total page limit of your application. You must submit them as **a single electronic file** uploaded to the Attachments section of your Grants.gov application.

Samples and optional forms/templates for some of these items are located under the Related Documents tab for this NOFO on Grants.gov.

Your application should include the following appendices:

##### 1) Work Plan

Include a detailed work plan that is consistent with your project narrative and budget narrative. Your work plan should cover all years of the estimated period of performance.

A work plan should include a statement of the project's overall goal(s), key SMARTIE objectives (specific, measurable, achievable, relevant, time-bound, inclusive, and equitable), milestone activities, and anticipated measurable outcome(s)/impact(s). Your objectives should align with the expectations of this opportunity, and the major tasks, action steps, or activities to achieve the goal and outcome(s). For each major task, action step, or activity, the work plan should identify the person(s) responsible, the timeline for completing activities (including start- and end-dates), and measures of success.

A suggested Work Plan Template is included under Related Documents in Grants.gov (the instruction pages will not count toward your page limit) or you may create your own work plan. Regardless of the option you choose, the work plan you submit must address all of the content requested.

##### 2) Title X Assurances Required by [42 CFR part 59, subpart C \(§59.205\)](#).

Include assurance that (1) No portion of the Federal funds will be used to train personnel for programs where abortion is a method of family planning; (2) No portion of the Federal funds will be used to provide professional training to any student as part of

his/her education in pursuit of an academic degree; and (3) No project personnel or trainees shall on the grounds of race, color, national origin, religion, sex, disability, age, or another protected characteristic be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the project.

3) Signed Memorandum of Understandings (MOUs).

If possible, include MOUs for organizations and entities that have been specifically named as a subrecipient or partner to carry out any aspect of the project. Note: Signed MOUs will be required prior to issuance of any award under this announcement. The signed MOUs should detail the specific role and resources that will be provided, or activities that will be undertaken, in support of the applicant; demonstrate current commitment from the partners to the project being proposed in the application; and describe the organization's expertise, experience, and access to the selected population(s). MOUs are not the same as letters of support. Letters of support are letters that are general in nature that speak to the writer's belief in the capability of an applicant to accomplish a goal/task. Letters of support also may indicate an intent or interest to work together in the future, but they lack specificity.

4) Letters of Support.

The application should include Letters of Support that help to demonstrate capacity or otherwise strengthen the application. Letters of support are letters that are general in nature that speak to the writer's belief in the capability of an applicant to accomplish a goal/task and/or demonstrate a demand for the project within the community. Letters of support also may indicate an intent or interest to work together in the future, but they lack specificity.

5) Curriculum Vitae/Resume for Key Project Personnel and Job Descriptions for Positions to be Hired.

You must submit with your application curriculum vitae and/or resumes for Key Personnel who will be responsible for the day-to-day management and oversight of the project, as well as the lead evaluator for the project. Also, include with your application, position descriptions for key personnel positions that will need to be filled if funds are awarded.

6) Organizational Chart.

Include an organizational chart that reflects the management structure for the project and demonstrates where the project resides within the greater organization.

### **c. Budget Package – Content**

A complete budget package consists of the following required components:

- SF-424A “Budget Information Non-Construction Programs”
- Budget narrative with detailed justification by cost category/object class, and
- Plan for oversight of federal funds.

You should include supporting documentation for your budget (e.g., a copy of your approved indirect cost rate) as part of the budget package, not as part of your appendices to the project narrative. There is no page limit for the budget package contents. If you are recommended for an award, you may be asked to provide additional information about your budget package.

Throughout your budget package, “Federal resources” refers only to the funds you are requesting from the program office for this project. “Non-federal resources” are all other non-HHS/OASH federal and non-federal resources. Funds from federal grant programs typically are not eligible as cost share for other federal grants. It is your responsibility to confirm with other federal agencies whether funds you receive from them are eligible resources to apply to your proposed project.

## **1. Standard Form SF-424A**

You must enter the project budget according to the directions provided with the standard form.

You must provide costs by object class category for the first 12 months (i.e., first budget period) of the proposed project using Section B, box 6 of SF-424A. If the estimated period of performance is 12 months or less, this will be your total budget request for the entire project.

"Federal resources" refers only to the funds for which you are applying under this NOFO. "Non-federal resources" are all other resources (federal and non-federal).

Do not include costs beyond the first budget period in the object class budget in box 6 of SF-424A or box 18 of SF-424. The amounts entered in these sections should only reflect the first budget period.

If there is a discrepancy between your SF-424A and budget narrative and justification, we will rely on the narrative and justification to determine the final amounts.

## **2. Budget Narrative with Justification**

Your budget narrative must include a detailed line-item budget and must include calculations for all costs and activities by the “object class categories” identified on SF-424A. You must provide a detailed justification for the costs by object class. The object class budget organizes your proposed costs into a set of defined categories.

Use the guidelines in Section K.4 for preparing the detailed object class budget.

### ***Budget Periods***

Your budget narrative must describe the first budget period in detail. For each proposed cost for the first budget period, provide a justification that includes explanatory text and line-item detail. You should describe how you derived your categorical costs. Your justification should show the necessity and reasonableness of the proposed costs for the project.

For subsequent budget years in an anticipated multi-year period of performance, provide a summary narrative and line-item budget for each year beyond the first. For categories or items that differ significantly from the first budget period, provide a detailed justification explaining these changes.

Funding levels for all approved budget periods after the first are generally the same as the initial award amount and are subject to an offset with funds unused in the previous budget period. Carryover of unobligated funds from one budget period to the next requires prior approval.

### ***Determining Proposed Costs***

Your budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and/or product. For example, the budget narrative should define the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective. If you are proposing to provide services to patients, you should describe how many patients you expect to serve, the unit cost of serving each patient, and how this is cost effective.

Proposed costs must adhere to the cost principles described in [2 C.F.R. §200.416](#). We have provided additional information on the most common cost categories for applications for OASH awards in Section K.4.

Budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient to verify the calculations. Carefully review Funding Restrictions (below) for specific information regarding allowable, unallowable, and restricted costs.

### ***Describing Federal and Non-federal Share***

Both federal and non-federal resources (if applicable) must be detailed and justified in the budget narrative. “Federal resources” refers only to the HHS/OASH funds for which you are applying under this NOFO. “Non-federal resources” are all other non-HHS/OASH federal and non-federal resources.

If matching or cost sharing is required or offered voluntarily, you must include a detailed listing of any funding sources identified in box 18 of SF-424 (Application for Federal Assistance).

### ***Indirect Costs***

Indirect costs for training are limited to a fixed rate of eight percent of the modified total direct costs (MTDC) exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of \$ \$50,000 (2 C.F.R. § 200.414 (c)(1)).

### ***Funding Restrictions***

The following restrictions apply to costs you may propose and be awarded.

#### **Pre-Award Costs**

**Pre-award costs are NOT allowed.** Pre-award costs ([2 C.F.R. § 200.458](#)) are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work.

**Salary Rate Limitation**

Each year’s appropriations act limits the salary rate that you may charge to the grants and cooperative agreements that we award. You must not use award funds to pay the salary of an individual at a rate in excess of Federal Executive Pay Scale Executive Level II.

As of January 2026, the Executive Level II maximum salary is \$228,000. This amount reflects an individual’s base salary exclusive of fringe benefits and any income that an individual working on the award project may be permitted to earn outside of the duties to the applicant organization. This salary rate limitation also applies to subawards/subcontracts under an HHS/OASH award.

An example of the application of this limitation for an individual devoting 50% of their time to this award is broken down below:

<b>Salary Rate Limitation</b>	
<b>Individual’s actual base full-time salary</b> \$350,000 with 50% of time devoted to project, i.e., 0.5 FTE	<b>Direct salary (\$350,000 x 0.5) =</b> \$175,000
	<b>Fringe (25% of salary) =</b> \$43,750
	<b>Total =</b> \$218,750
<b>Individual’s base full-time salary adjusted to Executive Level II:</b> \$225,700 with 50% of time devoted to the project	<b>Direct salary (\$225,700 x 0.5) =</b> \$112,850
	<b>Fringe (25% of salary) =</b> \$28,212.50
	<b>Total amount allowed =</b> \$141,062.50

Appropriate salary rate limits will apply as required by law.

**Vehicle Purchase**

We will not approve a vehicle purchase at the time of award even when included in your application. You must obtain prior approval before the purchase of a mobile health unit or any other vehicle with award funds. A request for prior approval must include a detailed justification of the need for the vehicle that includes an analysis of comparing purchase, lease, and other alternatives. Equipment purchases are subject to transfer to another federal project or sale at the end of the period of performance ([2 C.F.R. § 200.313\(e\)](#)).

**Construction Costs**

We will not approve construction costs. This includes major improvements to or significant renovations of facilities.

### **3. Plan for Recipient Oversight of Federal Award Funds**

You must include a plan for oversight of federal award funds which describes:

- how your organization will provide oversight of federal funds and how award activities and partner(s) will adhere to applicable federal award and programmatic regulations. Include identification of risks specific to your project as proposed and how your oversight plan addresses these risks.
- the organizational systems that demonstrate effective control over and accountability for federal funds and program income, compare outlays with budget amounts, and provide accounting records supported by source documentation.
- for any program incentives proposed, the specific internal controls that will be used to ensure only qualified participants will receive them and how they will be tracked.
- organizational controls that will ensure timely and accurate submission of Federal Financial Reports to the OASH Grants and Acquisitions Management Division via the Payment Management System as well as timely and appropriate withdrawal of cash from the Payment Management System.

**If your internal controls are available online, you may provide a link as part of your plan in the budget narrative.** Although merit reviewers are not permitted to access any external materials linked in the application as part of their review, this link would facilitate review of your proposal if recommended for risk assessment (Section G.4).

Section K.5 contains questions you may find useful in preparing your Recipient Plans for Oversight of Federal Funds.

#### **d. Project Abstract Summary Guidance**

You must complete the Project Abstract Summary form. The application page limit does not include the Project Abstract Summary Form. Research projects may enter zero for “Estimated number of people to be served as a result of the award of this grant.”

The abstract will serve as the application summary going forward. Do not include sensitive or proprietary information in your abstract.

If your project is funded, we will publish the abstract on TAGGS.hhs.gov and USASpending.gov as you submitted it. You may request to edit it later, or we may ask you to edit it later to reflect any negotiated changes to the project. The abstract may also appear on the program office website or other government websites.

Your abstract should contain:

- Specifics about the project purpose
- Activities that you will perform
- Expected deliverables and outcomes

- Intended project beneficiary(is) or participant(s)

Your description of the project should be brief and use plain language an average reader can understand. You should limit abbreviations, acronyms, or jargon without definitions. The abstract should be unique to your project.

## F. SUBMISSION REQUIREMENTS AND DATES

### 1. Obtaining an Application Package

The official complete application package is available on [Grants.gov](https://www.grants.gov). Search either the Assistance Listing number or the NOFO number PA-FPT-25-001.

The package consists of several Adobe PDF format documents. This is a standard format widely accessible across multiple platforms including mobile devices. The Acrobat Reader application is available at <https://www.adobe.com/acrobat/pdf-reader.html>.

All materials will be under the Package tab on the page for this opportunity on Grants.gov. If you have problems locating the application package, contact Grants.gov.

### 2. Required Registrations

You must have an active registration in SAM.gov and Grants.gov to apply for this opportunity.

It is your responsibility to plan ahead to ensure adequate time to register in both systems before submitting your application. We recommend beginning the registration process immediately, but **no later than** 30 days prior to the application deadline with a goal of your registration being complete at least 15 days prior to the application deadline.

#### a. Unique Entity Identifier and System for Award Management (SAM)

Grants.gov will not accept an application unless you have an active SAM.gov registration and received a Unique Entity Identifier (UEI). There is no fee for registering in SAM.gov.

In cases where an individual is an eligible applicant (see Section A.1.a), the individual does not need a SAM.gov registration. However, the individual must still create a Grants.gov account. Grants.gov will assign a default UEI value where applicable.

We cannot make an award to your entity unless it has an active SAM registration. In accordance with [2 C.F.R. § 25.205](https://www.ecfr.gov/current/title-2/chapter-II/subchapter-A/part-205/subpart-205.205), if you have not complied with this requirement, we may:

- determine that you are not qualified to receive an award; and
- use that determination as a basis for making an award to another applicant.

Should you successfully compete and receive an award, all first-tier subrecipients must have a UEI number at the time you make a subaward to them.

### *Registering in SAM*

Your organization must register online in the System for Award Management (SAM). Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations. You will find instructions on the Grants.gov website as part of the [organization registration](#) process.

Complete a SAM registration (or renewal) as soon as possible if you do not currently have an active registration that will remain active through the competitive process. Registration will include obtaining a unique entity identifier (UEI). SAM.gov provides an [Entity Registration Checklist](#) to help you prepare the necessary documentation.

You may register in SAM as an entity applying for either

- Federal Assistance Awards Only (e.g., grants and cooperative agreements) or
- All Awards (including procurement awards).

If you chose to register for All Awards, you must answer Yes to the question “Do you wish to apply for a federal financial assistance project or program, or is your entity currently the recipient of funding under any federal financial assistance project or program?” Failure to do so will require us to obtain a separate assurance document from you during our risk assessment (Section F.3) and may delay any award.

The list of representations and certifications to be certified as part of your registration is reproduced in Section K.6 with the corresponding HHS regulation citations. By submitting your application to this NOFO, your authorized representative certifies to these representations and certifications by signing Box 21 of SF-424A.

Make sure your SAM registration information is accurate, especially your organization’s legal name and physical address including your ZIP+4. Should you successfully compete and receive an award, this is the legal name and address we must use on the NOA.

During your registration, your organization will need to designate an E-Business Point of Contact (Ebisu POC). The GeBIZ POC will need to be the individual to set up your Grants.gov account.

### ***SAM Registration Renewal***

If your organization has previously registered in SAM, confirm your status and determine whether you need to update or renew it. You must [renew your SAM registration](#) each year.

If you are successful and receive an award, you must maintain an active SAM registration with current information at all times during an active award or an application or plan under consideration by an HHS agency.

### ***Timing of Registration***

It may take up to 2-3 weeks (or longer during periods of high volume) for a registration to become active in SAM. After that, it may take an additional 24-72 hours for SAM to synchronize with Grants.gov. Grants.gov must recognize your SAM registration as active

to accept your application. We strongly encourage confirming your registration status well before you are ready to submit your application to Grants.gov.

### **b. Grants.gov Registration**

The Grants.gov [Applicant Registration](#) page provides the most up to date guidance on registering. There is no fee for registering to use Grants.gov.

Your EBiz POC may begin creating your account prior to receiving your UEI from SAM.gov. However, you will need to complete the SAM.gov registration prior to complete your Grants.gov registration.

Grants.gov is a platform that allows you to have multiple users with a variety of role-based access to perform actions on application(s). You must register an authorizing official for your organization. We do not determine who your organization's authorizing official is; your organization makes that decision. However, your authorizing official(s) must have the authority to act on behalf of your organization.

You may consider registering a backup authorized organization representative(s) in Grants.gov to ensure someone is available to submit your application. We will not extend due dates because your authorized official is unavailable.

We encourage potential applicants to familiarize themselves with the [Workspace Overview](#) and options as soon as possible.

## **3. Submission Instructions**

It is your responsibility to read and understand the instructions to submit a complete and properly formatted application.

### **a. Electronic Application Submission**

We require that all applications be submitted electronically via Grants.gov unless the Grants Management Officer has granted an exemption in writing (See Section F.3).

#### ***Grants.gov Information***

You may access the application for this opportunity on [Grants.gov](#). Search for the downloadable application page by the NOFO number PA-FPT-25-001 or Assistance Listing number 93.260.

To ensure successful submission of your application, you should carefully follow the step-by-step [instructions](#) on the site. These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information. You are responsible for reviewing all Grants.gov submission requirements on the Grants.gov site.

You should contact Grants.gov with any questions or concerns regarding the technical system questions about the electronic application process (Section J).

See Section F.2 for requirements related to UEI numbers and SAM registration.

#### ***Electronic File Submission***

Applications, excluding required standard forms, must be submitted as three (3) files. Any additional files submitted as part of the Grants.gov application will not be accepted for processing and will be excluded from the application during the review process. Merit reviewers are not permitted to follow embedded links to materials outside of the application. Your content must fit within the page limits of the application.

<b>File 1</b>	The complete Project Narrative
<b>File 2</b>	All documents that make up the Appendices described in Section E.2.b
<b>File 3</b>	The entire Budget Package including supporting documentation described in the Budget Narrative content section.

***Acceptable File Formats***

All files uploaded for your application must be in an acceptable file format and must contain a valid file format extension in the filename.

We only accept the file formats identified in the table to ensure compatibility across our other systems although Grants.gov will allow you to attach unacceptable formats.

We strongly encourage you to upload your application in Adobe PDF format. By converting to PDF prior to submission, you may prevent any unintentional changes that might occur with submission of an editable document. Most commonly available applications for document preparation have the ability to “Save As” or “Print To PDF.” We do not recommend submitting scanned copies through Grants.gov unless you have confirmed the clarity of the scan and the readability of the documents.

Any file submitted as part of the Grants.gov application that is not in a file format listed as acceptable will not be imported for processing and will be excluded from the application during the review.

We will not contact you for resubmission of files to the correct the file type.

We will not contact you for passwords or for resubmission of unprotected files. We will forward unprotected information in the application forwarded for consideration, but we will not forward password protected portions.

<b>Acceptable File Formats (extension)</b>
<ul style="list-style-type: none"> <li>• Adobe PDF (.pdf)</li> <li>• Microsoft Word (.doc or .docx)</li> <li>• Image formats (.jpg, .gif, .tif, or .bmp only)</li> </ul>
<b>Unacceptable File Formats (extension)</b>
<ul style="list-style-type: none"> <li>• Microsoft Excel files (.xls) or other similar spreadsheet files</li> <li>• Any compressed file formats (e.g., .zip, .rar, or Adobe Portfolio)</li> <li>• Any password protected files</li> </ul>

***Timing Considerations***

We strongly encourage you to submit your application a minimum of 4-5 days prior to the application closing date. You are responsible for allowing time for system registrations and where applicable State Single Point of Contact (SPOC) notifications (Section F.3.d).

Do not wait until the last day in case you encounter technical difficulties, either on your end or with Grants.gov. Grants.gov can take up to 48 hours to notify you of a successful or rejected submission. You are better off having a less-than-perfect application successfully submitted and under consideration than no application.

If your submission fails due to a system problem with Grants.gov, we may accept your application if you provide verification from Grants.gov indicating system problems existed at the time of your submission and that time was before the submission deadline. If you have reported a system problem to the Grants.gov helpdesk, obtain a ticket number to provide us so that we can verify the problem.

A “system problem” does not include known issues for which Grants.gov has posted instructions regarding how to submit an application successfully, such as compatible Adobe versions or file naming conventions. Nor does a “system problem” include issues that should have been identified by reviewing and confirming your account status prior to the submission deadline.

#### ***Exemption to the Grants.gov Submission Requirement***

We will consider an exemption to the Grants.gov submission requirement only under limited circumstances. To obtain an exemption, you must request one via email from GAM at point of contact Eric West at [eric.west@hhs.gov](mailto:eric.west@hhs.gov). Your request **must provide details as to why you are technologically unable to submit** electronically through Grants.gov. You should submit your request at least 4 business days prior to the application deadline to ensure we can review your request at least 2 business days before the deadline.

In your e-mail requesting an exemption include:

- the NOFO number;
- your organization’s UEI number;
- your organization’s name, address and telephone number;
- the name and telephone number of your Authorizing Official;
- the Grants.gov Tracking Number (e.g., GRANT#####) assigned to your submission; and
- a copy of the “Rejected with Errors” notification from Grants.gov.

We will not grant an exemption to the electronic submission requirement for:

- Failure to have an active System for Account Management (SAM) registration prior to the application due date.
- Failure to follow Grants.gov instructions to ensure software compatibility.
- Failure to have the correct permission levels configured in your Grants.gov workspace.

GAM will only accept applications via alternate methods (i.e., PDF via email or hardcopy paper via U.S. mail or other provider) from applicants with prior written approval. If you receive an exemption, you must still submit your complete application, and we must receive it by the due date.

We will accept only applications submitted through Grants.gov or a pre-approved alternate format.

#### **b. Submission Dates and Times**

You must submit your application for this funding opportunity by 6:00 PM Eastern on July 13, 2026.

Your submission time is the date and time stamp provided by Grants.gov when you **complete** your submission. If you do not submit your application by the due date and time, we will not review it, and it will receive no further consideration.

It is your responsibility to review all instructions available on Grants.gov for successfully submitting an application. For information on registering for Grants.gov or to receive assistance on any technical system questions, contact Grants.gov directly (Section J).

#### **c. NOFO Technical Assistance Webinar**

We will provide a technical assistance webinar for applicants on June 22, 2026.

You should review the entire announcement prior to attending to have any questions answered well in advance of the application due date. You should also subscribe to this opportunity on Grants.gov to receive any amendments, revisions, question and answer documents, or other updates.

Following the webinar, we will typically post an FAQ addressing common questions including those of general applicability asked during the webinar. We will also post a link to the recorded TA webinar.

Out of fairness to all applicants, we do not provide one-on-one consultation on the specific content development for any applications.

#### **d. Intergovernmental Review**

Applications under this opportunity are subject to the requirements of [Executive Order 12372](#), “Intergovernmental Review of Federal Programs,” as implemented by [45 C.F.R. part 100](#), “Intergovernmental Review of Department of Health and Human Services Programs and Activities.”

As soon as possible, you should discuss the project with the [State Single Point of Contact \(SPOC\)](#) for the State in which your organization is located.

The SPOC should forward any comments to

Department of Health and Human Services  
OASH Grants & Acquisitions Management  
ATTN: Grants Management Officer  
1101 Wootton Parkway, Plaza Level  
Rockville, MD 20852.

The SPOC has 60 days from the due date listed in this announcement to submit any comments.

For further information, contact the OASH Grants and Acquisitions Management Division (Section J).

## 4. Other Submission Requirements

### a. Program-Specific Requirements

Inclusion of Title X Assurances Required by [42 CFR part 59, subpart C \(§59.205\)](#) in the Appendices. Include as an appendix the assurance that (1) No portion of the Federal funds will be used to train personnel for programs where abortion is a method of family planning; (2) No portion of the Federal funds will be used to provide professional training to any student as part of his/her education in pursuit of an academic degree; and (3) No project personnel or trainees shall on the grounds of race, color, national origin, religion, sex, disability, age, or another protected characteristic be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the project.

### b. Follow-up Submission Requirements

We may request additional documentation during the review process. We suggest having these documents readily available. Requests will only come from the OASH GAM staff. If you have any concern about the validity of a request, please contact us through the contact information provided in Section J.

Requested documentation may include a copy of your:

- Approved negotiated indirect cost rate, if not submitted in your budget package
- Internal controls
- Documentation of non-profit status
- Authorizing Tribal Resolution

We may request additional documentation as needed during our risk assessment process in Section G.4.

Failure to provide the requested documentation by the requested deadline may result in disqualification from consideration.

You should not interpret a request for information as an indication that we will make an award to you. A request only means that we are continuing to review your application.

## G. APPLICATION REVIEW INFORMATION

Your application will undergo a series of reviews designed to ensure compliance with statutory and regulatory requirements, alignment with agency priorities, and responsible stewardship of Federal funds, consistent with Executive Order 14332, “Improving Oversight of Federal Grantmaking” (available at <https://www.whitehouse.gov/presidential-actions/2025/08/improving-oversight-of-federal-grantmaking/>), which aims to “strengthen oversight and coordination of, and to streamline, agency grantmaking to address [...] problems, prevent them from recurring, and ensure greater accountability for use of public funds more broadly.”

### ***Application Qualification and Alignment Review***

Applications will first undergo an initial qualification and alignment review conducted by HHS GAM personnel in coordination with Federal program staff, including senior Department officials or other designated Presidential appointees, consistent with the Executive Order on “Improving Oversight of Federal Grantmaking.”

- This review includes the following components: **Eligibility Review** to determine whether you are an eligible applicant as described in Section A.
- **Responsiveness Review** to determine whether the responsiveness criteria have been met as described in Section G.1.
- **Formatting Review** to determine whether your application meets the formatting requirements described in Section E.1.
- Consistent with the Executive Order on “Improving Oversight of Federal Grantmaking,” applications will be reviewed by a senior appointee or appointee’s designee to assess alignment with:
  - HHS and OASH priorities;
  - Principles of accountability, transparency, and effective Federal grant stewardship

The Grants Management Officer will coordinate with Federal staff, including a senior appointee or senior appointee’s designee to relay to you a final determination of eligibility based on this initial review, in order to qualify to proceed to merit review. This decision is not appealable.

### ***Merit Review***

Consistent with the HHS Grants Policy Statement, effective October 1, 2025 (available at <https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-oct-2025.pdf>), an independent merit review panel will evaluate applications that are qualified and eligible. These reviewers are experts in their fields, and are drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies.

We do not disclose the identities of our review panelists. Each is vetted during the selection process to identify and manage any real or apparent conflict of interests.

Using the Merit Review Criteria, the reviewers will provide comments and rate the applications. We will provide reviewer comments to applicants after we have made final award decisions and issued notices of award. We do not provide scores.

### ***Programmatic Technical Review and Risk Assessment***

In addition to the independent merit review panel, federal staff will review each application for technical (programmatic), budgetary, and grants management compliance.

## **1. Responsiveness Review**

The responsiveness review assesses your application at a high level to determine whether the application has addressed the subject matter of the opportunity or met any legal requirements. The criteria, if any, we describe below facilitate a go/no-go determination by the review team. Failure to address the responsiveness criteria clearly and provide the required information will result in disqualification.

### **a. Responsiveness Criteria**

For this opportunity, the responsiveness criteria are:

- The grant applicant clearly includes the required Title X Assurances (42 CFR part 59, subpart C (59.205) as an Appendix in their application. Includes assurance that (1) No portion of the Federal funds will be used to train personnel for programs where abortion is a method of family planning; (2) No portion of the Federal funds will be used to provide professional training to any student as part of his/her education in pursuit of an academic degree; and (3) No project personnel or trainees shall on the grounds of race, color, national origin, religion, sex, disability, age, or another protected characteristic be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the project.

### **b. Disqualifying Criteria**

**Disqualification means we will not review the application and will give it no further consideration.**

We will disqualify applications:

<ul style="list-style-type: none"><li>• not submitted electronically via <a href="https://www.grants.gov">Grants.gov</a> (unless an exemption was granted by the grants management officer in writing 2 business days prior to the deadline)</li></ul>
<ul style="list-style-type: none"><li>• not submitted by the due date and time (Section F.3.b)</li></ul>
<ul style="list-style-type: none"><li>• not submitted by an eligible applicant (Section A.1.a)</li></ul>
<ul style="list-style-type: none"><li>• submitted <u>multiple times for the same project</u> from the same organization, <i>except</i> for the last application received by the deadline (Section A.1.c)</li></ul>
<ul style="list-style-type: none"><li>• not meeting the Responsiveness Criteria (Section G.1.a), if any</li></ul>
<ul style="list-style-type: none"><li>• not including a non-federal sources justification in the budget narrative when including cost-sharing (voluntary or required) (Section A.3)</li></ul>
<ul style="list-style-type: none"><li>• requesting total funds (direct plus indirect costs) that are either:<ul style="list-style-type: none"><li>○ Above the Award Ceiling of \$5,000,000; or</li><li>○ Below the Award Floor of \$0.</li></ul></li></ul>

<ul style="list-style-type: none"> <li>• missing or incomplete required forms in the application package found on <a href="https://www.grants.gov">Grants.gov</a> including SF-424; SF-424A, SF-LLL, and the Project Abstract Summary (Section E)</li> </ul>
<ul style="list-style-type: none"> <li>• not meeting the formatting requirements (Section E), specifically: <ul style="list-style-type: none"> <li>○ not submitted in the English language and U.S. dollars (2 C.F.R. § 200.111(a))</li> <li>○ not submitted with <ul style="list-style-type: none"> <li>▪ an 8 ½ ” x 11” page size</li> <li>▪ 1” margins on all sides (top, bottom, left and right)</li> <li>▪ a font size of not less than 12 points</li> <li>▪ a Project Narrative that is double-spaced</li> </ul> </li> <li>○ exceeding the 40-page limit for the Project Narrative</li> <li>○ exceeding the total 70-page limit for the Project Narrative plus Appendices combined, excluding SF-424, SF-424A, SF-LLL, Project Abstract Summary, and Budget Narrative with budget tables</li> </ul> </li> </ul>

## 2. Merit Review Criteria

Federal staff and an independent merit review panel will assess all qualified eligible applications according to the following criteria. Disqualified applications will not be reviewed against these criteria.

- Organizational Capacity and Expertise with Root Causes of Infertility (15 points)
- Organizational Capacity and Expertise in Providing TTA (15 points)
- Technical Approach for Providing TTA (25 points)
- Understanding Project Significance (25 points)
- Collaboration and Stakeholder Engagement (5 points)
- Project Monitoring and Evaluation Plan (10 points)
- Budget (5 points)

### **ORGANIZATIONAL CAPACITY AND EXPERTISE WITH INFERTILITY (15 points)**

The application will be assessed based on the degree to which the applicant:

- Demonstrates substantial experience and expertise across the organization and within the staff proposed to work on this project on infertility, root causes of infertility, and the range of holistic infertility testing and treatments available for patients.

### **ORGANIZATIONAL CAPACITY AND EXPERTISE IN PROVIDING TTA (15 points)**

The application will be assessed based on the degree to which the applicant:

- Demonstrates substantial and effective capability and competence providing TTA:
  - Using diverse TTA modalities,
  - At varying levels of intensity (universal, selected, individualized),
  - At different organizational levels of a project (grantee, subrecipient, service site),

- To individuals with varying levels of expertise (novice to expert), and
- To multiple organizations and individuals at a single time.
- Demonstrates substantial experience and ability and a clear strategy to make rapid and effective use of this funding and to support and manage a project of this size, scope, and complexity within its existing infrastructure.
- Demonstrates its experience, ability, and strategy is likely to be successful in managing the complexity of this project.
- Demonstrates a sufficient resourced staffing plan with highly qualified and capable staff that is highly likely to successfully achieve the project's objectives and outcomes.

### **TECHNICAL APPROACH (25 points)**

The application will be assessed based on the degree to which the applicant:

- Demonstrates that the proposed training program will fulfill the medical delivery needs of the area to be served in alignment with OASH priorities.
- Demonstrates that the proposed training program will be designed and implemented to best advance the goals of this NOFO as stated on pages 7-8 across the Title X program, including (1) education on the root causes of infertility and the broad range of holistic infertility treatments and referrals available to patients at Title X-funded clinics; (2) promoting access to robust body literacy education and fertility awareness-based methods to address root causes of infertility, such as chronic health conditions, including endometriosis, polycystic ovarian syndrome (PCOS), and thyroid conditions, and male-factor infertility before patients may be aware that they will experience challenges with fertility; (3) expanding and enhancing root cause infertility testing, treatments, and referrals available within Title X-funded clinics to enable patients to receive as many personalized and comprehensive infertility services needed as possible within the Title X-funded clinic for fertility restoration; (4) enhancing referrals between Title X-funded clinics and root cause infertility specialists, including fertility awareness-based method trained professionals and minimally invasive surgeons, to ensure patient-centered care.
- Demonstrates that the applicant's approach to assessing TTA needs will be used to develop and implement a plan for TTA that will increase knowledge and skills, transfer skills to job performance, and improve the delivery of family planning services.
- Demonstrates that the proposed approach for designing a TTA activity includes a clear and logical connection between the identification of TTA need to the definition of TTA activity objectives, training modality, and development of resources.
- Proposes an approach to developing and implementing TTA that best meets the needs of grantees while also addressing Title X expectations and administration priorities, and is responsive to the ways in which the various roles of Title X staff best learn. This should include clearly addressing how the applicant will use various modalities and levels of intensity of TTA (universal, selected, and individualized) and manage the learning needs of staff with different roles and various skill levels (i.e., expert to novice).
- Demonstrates a plan to communicate and disseminate about the Infertility Training Center, its resources, and available TTA that will effectively reach Title X grant

recipients and other relevant audiences with TTA to improve knowledge, skills, and quality of family planning services.

### **UNDERSTANDING PROJECT SIGNIFICANCE (25 points)**

The application will be assessed based on the degree to which the applicant:

- Demonstrates the extent to which their project will increase the delivery of services to people, particularly low-income groups, with a high percentage of unmet need for infertility care.
- Demonstrates a thorough understanding of the significance of the proposed project in expanding and enhancing root cause infertility services within the Title X program, and the roles and responsibilities of Title X staff and the communities/environments they work in.
- Clearly understands how their project will affect the knowledge, skills, and behaviors of Title X grant recipients, ultimately resulting in an increase in the delivery of high-quality fertility planning services to people at the national level.
- Demonstrates a clear understanding of the opportunities and challenges involved in expanding and enhancing infertility testing and holistic treatments within Title X clinics and proposes a plan that is likely to meaningfully address the challenges and opportunities to advance the goals of this NOFO.

### **COLLABORATION AND STAKEHOLDER ENGAGEMENT (5 points)**

The application will be assessed based on the degree to which the applicant:

- Demonstrates experience with successful collaborations with other organizations that are relevant to the goals of this NOFO by providing clear examples that specify the positive outcomes of such collaborations and partnerships.
- Provides a thorough description of their plan to partner and collaborate with other organizations, and clearly demonstrates the partnership will result in successfully meeting the outcomes of this NOFO and avoid duplication of work.
- Demonstrates that the proposed project will engage wide-ranging stakeholders, including faith-based audiences and organizations.
- Clearly understands who the stakeholders are for this project. Describes an approach for engaging these stakeholders in the identification of TTA needs and ensuring the design of TTA meets the needs. The proposed approach is highly likely to result in high satisfaction, motivation, and application of and with TTA.

### **PROJECT MONITORING AND EVALUATION (10 points)**

The application will be assessed based on the degree to which the applicant:

- Demonstrates a feasible evaluation methodology that will assess the quality and effectiveness of TTA provided to grantees.
- Describes plans to manage, monitor, and evaluate the overall project (including organization staff, subrecipients, and partners) to ensure deliverables are met and are of

high quality, and that the project is on track to meet the performance outcomes in this NOFO.

### **BUDGET (5 points)**

The application will be assessed based on the degree to which:

- The budget and budget narrative clearly show how the total amount requested was determined; are detailed, reasonable, adequate, cost efficient, and clearly aligned with the proposed technical approach.

## **3. Merit Review and Selection Process**

### *Application Status Inquiries*

During the review process, we do not release information about individual applications. If you would like to track your application, please see the instructions on Grants.gov.

If you receive communications to negotiate an award or request additional or clarifying information, this does not mean you will receive an award. It only means that your application is still under consideration.

### *Federal Staff Review*

In addition to the independent merit review panel, Federal staff will review each application for technical (programmatic), budgetary, and grants management compliance.

The Office of Population Affairs will coordinate with a senior appointee to provide recommendations for funding to the Grants Management Officer to conduct the required risk analysis consistent with 2 C.F.R. 200 and applicable HHS policy. No award decision is final until a Notice of Award is issued by the Grants Management Officer, in coordination with a senior appointee or appointee's designee, consistent with the Executive Order on "Improving Oversight of Federal Grantmaking."

## **4. Review of Risk Posed by Applicant**

Before issuing any award, GAM evaluates each recommended application for risks in accordance with [2 C.F.R. § 200.206](#). This evaluation may incorporate results of the evaluation for eligibility or of the quality of an application.

### *Risk Factors Considered*

We will use a risk-based approach and may consider any items such as the following:

- a. Your financial stability;
- b. Quality of management systems and ability to meet the management standards prescribed in 2 C.F.R. part 200;
- c. History of performance. Your record in managing Federal awards, if you are a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

- d. Reports and findings from audits performed; and
- e. Your ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Also, prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (currently \$250,000), GAM must review and consider any information about you that is in the designated integrity and performance system accessible through the System for Award Management (SAM) (formerly the Federal Awardee Performance and Integrity Information System (FAPIIS)).

If you are a prior Federal award recipient, the information in the system must, at a minimum, “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” [2 C.F.R. § 300](#); see also [2 C.F.R. §200.206](#). You have the option to review information in SAM and comment on any information about your organization that a Federal awarding agency previously entered and is currently available through SAM.

GAM will consider any comments by you, in addition to the other information in the designated system, in making a judgment about your integrity, business ethics, and record of performance under Federal awards.

### ***Risk Review Outcomes***

If GAM does not make an award to you because we determine that your organization does not meet either or both of the minimum qualification standards as described in [2 C.F.R. § 200.206](#), we must report that determination to SAM.gov, if certain conditions apply. See [2 C.F.R. § Part 300](#).

If GAM determines that a federal award will be made, specific conditions that correspond to the degree of risk assessed will be applied to the Federal award. Such conditions may include additional programmatic or financial reporting or releasing funds on a reimbursable rather than cash advance basis.

### **Funding Priorities**

A funding priority adds points to merit review scores if we determine that the application meets the listed criteria. Qualifying for a funding priority does not guarantee that your application will be successful.

Priority 1: Not currently funded by the Title X Family Planning Program (2 Points)

We will give you a funding priority if:

Your organization does not hold an active award under the Title X Family Planning Program at the time you apply.

Priority 2: Never funded by the Title X Family Planning Program (2 Points)

We will give you a funding priority if:

Your organization has never received an award under the Title X Family Planning Program.

## H. AWARD NOTICES

Upon completion of risk analysis and concurrence of the GMO, GAM will issue Notices of Award (NOAs). No award decision is final until the GMO issues a NOA. All award decisions, including the level of funding, if an award is made, are final and you may not appeal.

**We are not obligated to make any federal award as a result of this NOFO. If we make awards, the awards may be for periods shorter than indicated. Only the GMO can bind the federal government to the expenditure of funds.**

### *Funded Applications*

If you are successful, you will receive official notice of your award with a Notice of Award (NOA) via a system notification from our grants management system (Grant Solutions) and/or via e-mail. The NOA includes the amount awarded for the specified budget period, the purpose(s) of the award, the anticipated length of the period of performance, terms and conditions of the award, and the amount of cost share or matching, if applicable.

If you receive an NOA, we strongly encourage you to read the entire document to ensure your organization's information is correct and that you understand all terms and conditions. You should pay specific attention to the terms and conditions, as some may require a time-limited response. The NOA will also identify the Grants Management Specialist (GMS) and Federal Project Officer (FPO) assigned to the award for assistance and monitoring. The GMS and FPO will work as a team. Any questions or concerns during the project should be communicated to both the GMS and FPO.

Pre-award costs are not allowed. If you begin a project prior to receiving a NOA or the project period start date on the NOA, you incur costs at your own risk. We will disallow the costs and will not approve them retroactively.

We intend to award funds as much in advance of the anticipated project start date (See Overview, page 1) as practicable, with a goal of 10-15 days. Note this is an estimated start date and award announcements may be made at a later date and with a later period of performance start date.

### *Unfunded Applications*

If you are unsuccessful or your application was disqualified, OASH will notify you by email and/or letter. If the merit review panel reviewed your application, you may receive summary comments pertaining to the application resulting from the review process. We do not release application scores.

You may receive a letter indicating that your application was "approved, but unfunded" (ABU). This does not mean you will receive an award or funding. Applications designated ABU are kept active for up to 12 months. During that time, a program office may consider an ABU

application for award should funds become available. However, an ABU status does not guarantee that we will fund your project.

We will not transfer an ABU application for consideration under a new NOFO. You would have the option to resubmit your application, with any updated material, for consideration under that new NOFO.

## **I. AWARD REQUIREMENTS AND ADMINISTRATION**

The following subsections describe the administrative requirements and the terms and conditions that will apply to any award you might receive under this NOFO. As of October 1, 2025, HHS has adopted [2 CFR Part 200](#), with some modifications included in 2 CFR Part 300. These regulations replace those in 45 CFR Part 75.

### **1. Administrative and National Policy Requirements**

#### **a. Recipient Responsibilities**

You will have the full responsibility for the conduct of the approved project or activity and for adherence to all award terms and conditions, statutory, regulatory, or policy requirements applicable to grants and cooperative agreements. The approved project or activity is the project described in your application subject to any OASH GMO approved amendments. Approval of the project does not waive or negate any statutory, regulatory, or policy requirements applicable to grants and cooperative agreements.

You will be encouraged to seek the advice and opinion of the federal project officer and grants management specialist on special problems that may arise. Such advice does not diminish your responsibility for making sound programmatic and administrative judgments and does not imply that the responsibility for operating decisions has shifted to HHS, OASH, or the program office.

#### **b. Accepting an Award**

You accept an award and its terms and conditions by drawing or otherwise obtaining funds for the award from the grant payment system. By accepting an award, you agree to comply with the applicable federal requirements for grants and cooperative agreements, including those in the SAM registration certifications and representations, and to the prudent management of all expenditures and actions affecting the award, including the monitoring of any subrecipients.

You must comply with all terms, conditions, and requirements outlined in the Notice of Award, including: award policy terms and conditions contained in the HHS [Grant Policy Statement](#) (GPS), and its subsequent updates, all requirements imposed by program statutes and regulations, Executive Orders, and HHS grant administration regulations; and requirements or limitations in any applicable appropriations acts.

#### **c. Scope of the Award and Prior Approvals**

You may only use award funds to support activities in your funded project. HHS GPS Section II and [2 C.F.R. § 200.308](#) describe the aspects of your funded project that will require prior approval from the OASH GMO for any changes. Some of the award modifications to an approved project that will require prior GMO approval include:

- a change in the scope or the objective(s) of the project (even if there is no associated budget revision, such as reduction in services, closing of service or program site(s)).
- significant budget revisions, including changes in the approved cost-sharing or matching;
- a change in a key person(s) specified in your application;
- reduction in time devoted to the project by the approved PD/PI, either as percentage of full-time equivalent of 25% or more or absence for 3 months or more; or
- the transferring of any work to another entity or individual through contract, subaward, or other means that differs from described in the awarded proposal.

#### **d. Alignment with HHS Priorities**

As applicable here, recipients must use funds awarded under this NOFO to implement program goals or agency priorities in accordance with the HHS' vision, mission, core values, and strategic priorities, where authorized by law.

Funded activities must advance HHS's vision of protecting and improving the health and well-being of Americans. The particular focus is on those who are medically underserved, medically vulnerable, or live in areas with limited access to care. HHS's duty is to serve wisely, effectively, and with measurable results that justify every taxpayer dollar invested.

In carrying out any project funded under this NOFO, the recipient must adhere to the HHS priorities (available online at: <https://www.hhs.gov/about/priorities/index.html>), where they are consistent with the authority and scope of the award and its activities.

HHS will implement these priorities consistent with applicable laws, regulations, court orders, and any required procedures.

The recipient must demonstrate ongoing compliance with these priorities, in all programs that are authorized to advance them, through program design, implementation, reporting, and evaluation.

#### **e. Applicable Termination Provisions**

If you receive an award, HHS may terminate it if any of the conditions in [2 C.F.R. §§ 200.340\(a\)\(1\)-\(4\)](#) are met.

#### **f. Discretionary Awards Terms**

All activities proposed in your application and budget narrative must align with applicable law, including but not limited to statutes, executive orders, federal regulations, and applicable judicial holdings. Accordingly, discretionary awards shall not be used to fund, promote, encourage,

subsidize, or facilitate: racial preferences or other forms of racial discrimination by the recipient, including activities where race or intentional proxies for race will be used as a selection criterion for employment or program participation; denial by the recipient of the sex binary in humans, or the belief that sex is a chosen or mutable characteristic; illegal immigration; or any other initiatives that compromise public safety. If an application does not align, the application will not receive funding to the extent permitted by law and applicable court orders.

## **2. Program Specific Terms and Conditions**

We may include on any awards made under this opportunity the following as special terms and requirements.

### **a. Paperwork Reduction Act Clearance Packages**

Any collection of information you conduct as defined in 5 C.F.R. § 1320.3(c) may require OMB clearance under the Paperwork Reduction Act (PRA) if it is a requirement of your award to collect that information. You would be responsible for preparing the clearance package necessary to obtain PRA clearance and submitting it to the project officer. The project officer will assist in the submission of the package to OMB and notify you when the approval has been received or request additional information.

## **3. Award Closeout**

When the award expires, you must submit within 120 days all necessary documentation to closeout your award. If we do not receive acceptable final performance, financial, and property reports in a timely fashion and we determine that closeout cannot be completed with your cooperation, we must complete a unilateral closeout with the information available to us ([2 C.F.R. § 200.344](#)). See Section I.16 for specific detail.

If you do not submit all reports within one year of the period of performance end date, we must report your material failure to comply with the terms and conditions of the award with the OMB-designated integrity and performance system. As a result, we may also determine that enforcement actions are necessary, including actions such as withholding support or a high-risk designation on an existing or future award.

## **4. Lobbying Prohibitions**

In general, any funds from an award made under this NOFO must not be used for other than normal and recognized executive legislative relationships. See [2 C.F.R. § 200.450](#).

You must not use funds for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat:

- the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or

- any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

You must not use any funds awarded to pay the salary or expenses of any employee or subrecipient, or agent acting for you, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending.

## 5. Non-Discrimination Requirements

If you receive an award, you must follow all applicable nondiscrimination laws. You agree to this when you register in SAM.gov. You must also submit an Assurance of Compliance ([HHS-690](#)). To learn more, see the [HHS Office for Civil Rights website](#).

## 6. Smoke- and Tobacco-free Workplace

We strongly encourage all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. This is consistent with the HHS mission to protect and advance the physical and mental health of the American people.

## 7. Acknowledgement of Funding

Each year's annual appropriation requires that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all organizations receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state— (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

You must also acknowledge Federal support in any publication you develop using funds awarded under this program, with language such as:

This [project/publication/program/website, etc.] was supported by [Award Number] issued by the Office of the Assistant Secretary for Health of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$XX with 100 percent funded by Organization Name.

You must also include a disclaimer stating the following:

The contents are solely the responsibility of the author(s) and do not necessarily represent the official views of, nor an endorsement by, Organization Name, OASH, HHS, or the U.S. Government. For more information, please visit [Organization Name website, if available].

## 8. HHS Rights to Materials and Data

All publications you develop or purchase with funds awarded under this announcement must adhere to the requirements of the program. You own the copyright for materials that you develop under an award, and pursuant to [2 C.F.R. § 200.448](#), the HHS awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for federal purposes, and to authorize others to do so.

In addition, pursuant to [2 C.F.R. § 200.448](#), the federal government has the right to obtain, reproduce, publish, or otherwise use data produced under this award and has the right to authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes.

## 9. Trafficking in Persons

Awards are subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended ([22 U.S.C. § 7104](#)).

## 10. Efficient Spending

Awards will be subject to the [HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications](#).

## 11. Whistleblower Protection

Awards will include a term and condition that applies the terms of [2 C.F.R. § 200.217](#) to the award, and requires that you inform your employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712 in the predominant native language of the workforce.

## 12. Health Information Technology (IT) Interoperability

Health information technology is defined in Section 3000 of the Public Health Service Act (42 U.S.C. § 300jj). HHS has substantially adopted and codified that definition at [45 C.F.R. § 170.102](#). The regulation defines health information technology as hardware, software, integrated technologies or related licenses, IP, upgrades, or packaged solutions sold as services that are designed for or support the use by health care entities or patients for the electronic creation, maintenance, access, or exchange of health information.

If you receive an award that involves:

- a. implementing, acquiring, or upgrading health IT for activities, you are required to utilize health IT that meets standards and implementation specifications adopted in [45 C.F.R. part 170, Subpart B](#), if such standards and implementation specifications can support the activity.
- b. implementing, acquiring, or upgrading health IT for activities by eligible clinicians in ambulatory settings, or hospitals, eligible under Section 4101, 4102, and 4201 of the [HITECH Act](#), you are required to utilize health IT certified under the Office of the HHS

Office of the National Coordinator for Health Information technology (ONC) Health IT Certification Program, if certified technology can support the activity. See <https://www.healthit.gov/topic/certification-ehrs/certification-health-it>.

If standards and implementation specifications adopted in [45 C.F.R. Part 170, Subpart B](#) cannot support the activity, recipients and subrecipients are encouraged to utilize health IT that meets non-proprietary standards and implementation specifications developed by consensus-based standards development organizations. This may include standards identified in the ONC Interoperability Standards Advisory, available at <https://www.healthit.gov/isa/>.

### **13. Certain telecommunications and video surveillance services or equipment**

As described in [2 C.F.R. 200.216](#), recipients and subrecipients are prohibited from obligating or spending grant funds (to include direct and indirect expenditures as well as cost share and program) to:

- a. Procure or obtain;
- b. Extend or renew a contract to procure or obtain; or
- c. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  1. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  2. Telecommunications or video surveillance services provided by such entities or using such equipment.
  3. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

### **14. Human Subjects Protection**

Federal regulations ([45 C.F.R part 46](#)) require that applications and proposals involving human subjects be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If research involving human subjects is anticipated, you must meet the requirements of the HHS regulations to protect human subjects

from research risks as specified in [45 C.F.R. part 46](#). Additional information is available on the [Office of Human Research Protections](#) website. This includes a series of [decision charts](#) to help assess whether an activity is human subjects research covered by the regulation and when an exemption may apply.

OASH requires, as part of any award involving human subjects, that recipients submit copies of all IRB approvals (not full protocols), or documentation of exemption determinations, within 5 days of the IRB approving the research or documentation of the specific exemption applied. Recipients must receive IRB approval or determine an exemption is applicable before any human subjects research begins.

## 15. Research Integrity

Federal regulations require that an applicant for or recipient of Public Health Service support for biomedical or behavioral research, biomedical or behavioral research training, or activities related to that research or research training must comply with the Public Health Service Policies on Research Misconduct in [42 C.F.R. part 93](#). Compliance includes having written policies and procedures for addressing allegations of research misconduct that meet the requirements of part 93, unless exempt; responding to each allegation of research misconduct for which the applicant or recipient is responsible under part 93 in a thorough, competent, objective, and fair manner; fostering a research environment that promotes the responsible conduct of research and discourages research misconduct; and maintaining an active assurance. More information about assurances is available in [42 CFR Part 93 Subpart C](#) and on the Office of Research Integrity [assurance program](#) website.

## 16. Reporting

Recipients must report on project progress ([2 C.F.R. § 200.329](#)) and financial status ([2 C.F.R. § 200.328](#)<https://www.ecfr.gov/current/title-45/section-75.342>) during the course of the project. At the end of the project, acceptable final progress and financial reports are a requirement of the award closeout process. Failure to provide final progress or financial reports on any HHS award may affect decisions on future new or continuation funding.

### a. Performance Project Reports (PPR)

#### *Performance Project Reports (PPR)*

You must submit periodic performance project reports on a semi-annual basis via the Performance Project Report (PPR) module in GrantSolutions. We must receive the PPR by the due date included in the terms and conditions on the NOA. PPRs must address the content required by [2 C.F.R. § 200.329](#). The program office may provide additional guidance on the content of the progress report.

At the end of the project, you must submit a final performance report covering the entire period of performance no later than 120 days after the end of the period of performance. The program

office may provide additional guidance on the content of the final report, which you must submit in the PPR module.

### ***Project Performance and Continuation Awards***

For projects with multiple budget periods anticipated, you will be required each year of the approved period of performance to submit in addition to your PPRs, a noncompeting continuation application. This application will include a summary of progress since the last PPR, an updated work plan, and a budget package (SF-424A, narrative, and justification) for the upcoming budget period. Specific guidance will be provided via Grant Solutions well in advance of the application due date.

For the optional competitive additional year of funding intended to transition successful projects to sustainability, application guidance and review criteria will be provided during the final year of the period of performance.

We will award continuation funding based on availability of funds, satisfactory progress of the project, grants management compliance, including timely reporting, and continued best interests of the government. Progress is assessed relative to meeting the goals, objectives, and outcomes in the approved, funded project as described in the approved application and other supporting documents.

### ***Performance Measures***

Performance is assessed relative to meeting the goals, objectives, and outcomes in the approved, funded project as described in the approved work plan and other supporting documents.

At the end of each reporting period, you should be able to describe the performance in terms of:

- Implement an effective training and technical assistance (TTA) plan for Title X and TPP grant recipients that results in increased knowledge and skills, transfer of skills to job performance, and improved organizational outcomes.
- Raise awareness about and increase use of the Infertility Training Center, its resources, and TTA services available through the OPA-funded project.
- Engage with stakeholders to enhance efficiency and effectiveness of TTA, improve grant recipient satisfaction and motivation to apply TTA learnings, and better align TTA with priorities of Title X and TPP grant recipients and OPA.
- Monitor, evaluate, and continuously improve the quality and effectiveness of TTA provided to Title X and TPP grant recipients to ensure project goals are being met.

### **b. Financial Reports**

You must submit quarterly Federal Financial Reports (FFR) (SF-425). Your specific reporting schedule will be issued as a condition of award. Typically, we align the FFR reporting periods with the quarters of the federal fiscal year. FFRs are cumulative and due 30 days after the end of each reporting period or more specifically for the:

**Quarter ending September 30, your FFR is due October 30**  
**Quarter ending December 31, your FFR is due January 30**  
**Quarter ending March 30, your FFR is due April 30**  
**Quarter ending June 30, your FFR is due July 30.**

In lieu of the last quarterly FFR, you will also be required to submit a final FFR covering the entire award 120 days after the end of the period of performance. You must submit FFRs via HHS Payment Management System (PMS) (<https://pms.psc.gov>).

Once submitted and accepted, your financial report data will be available in GrantSolutions, which is our grant management system.

### **c. Audits**

If your organization expends \$1,000,000 or greater in federal funds, it must undergo an independent audit in accordance with [2 C.F.R. § 200.501](#), often referred to as the Single Audit requirement.

### **d. Reporting of Matters Relating to Recipient Integrity and Performance**

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you must maintain the currency of information reported to SAM.gov that is made available in the designated integrity and performance system (currently FAPIIS) about civil, criminal, or administrative proceedings described in 2 C.F.R. part 200. This is a statutory requirement (41 U.S.C. § 2313).

All information posted in the designated integrity and performance system will be publicly available. For more information about this reporting requirement related to recipient integrity and performance matters, see [Appendix XII to 2 C.F.R. part 200](#).

### **e. Other Required Notifications**

Before you enter into a covered transaction at the primary tier, in accordance with [2 C.F.R. § 180.335](#), you as the [participant](#) must notify OASH, if you know that you or any of the principals for that covered transaction:

- Are presently excluded or disqualified;
- Have been convicted within the preceding three years of any of the offenses listed in [2 C.F.R. § 180.800\(a\)](#) or had a civil judgment rendered against you for one of those offenses within that time period;
- Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in [2 C.F.R. § 180.800\(a\)](#); or
- Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

At any time after you enter into a covered transaction, in accordance with [2 C.F.R. § 180.350](#), you must give immediate written notice to OASH if you learn either that—

- You failed to disclose information earlier, as required by [2 C.F.R. § 180.335](#); or

- Due to changed circumstances, you or any of the principals for the transaction now meet any of the criteria in [2 C.F.R. § 180.335](#).

## J. CONTACTS

### ***Administrative and Budgetary Requirements***

For information related to administrative and budgetary requirements, contact the HHS/OASH grants management specialist listed below.

Eric West  
OASH Grants and Acquisitions Management  
Email: [eric.west@hhs.gov](mailto:eric.west@hhs.gov)

### ***Program Requirements***

For information on program requirements, please contact the program office representative listed below.

Tisha Reed  
Office of Population Affairs  
Phone: (240) 453-6162  
Email: [Tisha.reed@hhs.gov](mailto:Tisha.reed@hhs.gov)

### ***Grants.gov Support***

For information or assistance on submitting your application electronically via Grants.gov, contact Grants.gov directly. Assistance is available 24 hours a day, 7 days per week.

GRANTS.GOV Applicant Support

Website: <https://www.grants.gov>

Phone: 1-800-518-4726

Email: [support@grants.gov](mailto:support@grants.gov)

### ***SAM.gov Registration Support***

For information or assistance on registering with SAM.gov, contact the General Services Administration (GSA) Federal Service Desk (FSD) Monday through Friday 8:00 AM to 8:00 PM Eastern at:

Website: [https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp) (Live Chat option available)

U.S. Phone: 866-606-8220

International Phone: +1 334-206-7828

## K. OTHER INFORMATION

### 1. Application Checklist

The below is a summary listing of all the application elements required for this funding opportunity.

<b>Application Checklist</b>	
	<b>SAM.gov Registration/Renewal</b> – start as soon as possible (recommended minimum of 6-8 weeks prior to submission deadline)
	<b>Grants.gov Registration</b> (recommended minimum of 6-8 weeks prior to submission deadline)
	<b>Application for Federal Assistance (SF-424)</b>
	<b>Budget Information for Non-construction Programs (SF-424A)</b>
	<b>Disclosure of Lobbying Activities (SF-LLL)</b>
	<b>Project Abstract Summary</b> , including any responsiveness criteria (Section G.1.a)
	<b>Project Narrative</b> – Submit all Project Narrative content (Section E.2.a) as a single acceptable file (Section F.3.a).
	<b>Project Narrative Appendices</b> – Submit all Appendix content (Section E.2.b) as a single acceptable file (Section F.3.a).
	<b>Budget Package</b> – Submit all Budget Package content (Section E.2.c) as a single acceptable file (Section F.3.a). Note SF-424A is not included in the package and should be uploaded with the standard forms.  Must include documentation of any cost-share or matching proposed regardless of whether it is voluntary or mandatory. (Section A.3)
	<b>Other Submission Requirements</b> (Section F.4).

## 2. Acronyms

ABU	Approved, but Unfunded
FAPIS	Federal Awardee Performance and Integrity Information System
FFATA	Federal Financial Accountability and Transparency Act
FFR	Federal Financial Report (SF-425)
FSD	Federal Service Desk (GSA)
FSRS	FFATA Subaward Reporting System
GAM	Grants and Acquisitions Management Division
GMO	Grants Management Officer
GMS	Grants Management Specialist
GPS	Grants Policy Statement
GSA	General Services Administration
HHS	Department of Health and Human Services
MTDC	Modified Total Direct Costs
NCC	Non-competing Continuation
NOA	Notice of Award
NOFO	Notice of Funding Opportunity
OASH	Office of the Assistant Secretary for Health
OMB	Office of Management and Budget
PD/PI	Project Director/Principal Investigator
PHS	Public Health Service
PPR	Performance Project Report
SF	Standard Form
SPOC	State Single Point of Contact

## 3. Glossary

**Key Personnel** includes those individuals who are essential to the project because of specialized training, skills, or expertise. This also includes those who will oversee the technical, professional, managerial, and support functions and/or assume responsibility for assuring the validity and quality of the project. This does not include individuals who provide routine administrative support to the project as part of their broader support of the organization.

**Non-clinical providers** include those who work with clinicians to support a patient’s care (e.g., front desk staff, billing staff, health educators, community health workers, etc.) and others who work under the direction of the clinician.

## 4. Object Class Descriptions and Required Justifications

### *Personnel*

#### *Description*

Includes costs of employee salaries and wages, excluding benefits.

Does NOT include consultants, subrecipient personnel costs, personnel costs outside of your organization. [2 C.F.R. § 200.459](#).

#### *Justification*

Clearly identify the PD/PI, if known. Provide a separate table for personnel costs detailing for each proposed staff person: the title; full name (if known at time of application), time commitment to the project as a percentage or full-time equivalent; annual salary and/or annual wage rate; federally funded award salary; non-federal award salary, if applicable; and total salary.

No salary rate may exceed the statutory limitation in effect at the time you submit your application (see Section E.2.c.2).

Sample Personnel Table					
Position Title and Full Name	Percent Time	Annual Salary	Federally-Funded Salary	Non-Federal Salary	Total Project Salary
Project Director, John K. Doe	50%	\$100,000	\$50,000	\$0	\$50,000
Data Assistant, Susan R. Smith	10%	\$30,000		\$3,000	\$3,000

### *Fringe Benefits*

#### *Description*

Includes costs of personnel fringe benefits, unless treated as part of an approved indirect cost rate.

#### *Justification*

Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance,

and taxes.

## ***Travel***

### ***Description***

Includes costs of travel by staff of the applicant organization only.

Does NOT include travel costs for subrecipients or contractors under this object class.

### ***Justification***

For each trip proposed for your organization employees only, show the date of the proposed travel, total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances.

## ***Equipment***

### ***Description***

Includes tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000 (([2 C.F.R. § 200.1](#) and § [200.313\(e\)](#)).

Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non- Federal entity's regular accounting practices.

### ***Justification***

For each type of equipment requested you must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; AND a plan for the use, and/or disposal of, the equipment after the project ends.

If your organization uses its own definition for equipment you should include in the budget narrative a copy of the policy, or section of your policy, that includes the equipment definition. Reference the policy in your justification. Do not include this policy in your appendices.

## ***Supplies***

### ***Description***

Includes costs of all tangible personal property other than those included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$10,000 ([2 C.F.R. § 200.1](#)).

***Justification***

Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

***Contractual***

***Description***

Includes costs of all contracts or subawards for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc.

Include third-party evaluation contracts, if applicable, and contracts or subawards with subrecipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

This line item is not for individual consultants.

***Justification***

Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use [2 C.F.R. § 200.320](#) procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by [FAR 2.101](#) and currently set at \$250,000. In some cases, OASH may require recipients make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available. Any proposal for awarding fixed amount subawards is subject to [2 C.F.R. § 200.333](#) and will require detailed justification to support the fixed award amount.

Transferring a substantive part of the project effort to another entity (including non-employee individuals) through contract or other mechanism requires a detailed budget and budget narrative for each subrecipient, by title or name, along with the same supporting information referred to in these instructions. If you plan to select the subrecipients post-award and a detailed budget is not available at the time of application, you must provide information on the nature of the work to be transferred, the estimated costs, and the process for selecting the subrecipient.

***Other***

***Description***

Includes such costs as, where applicable and appropriate,

- consultants;
- insurance;
- professional services (including audit charges);

- space and equipment rent;
- printing and publication;
- training, such as tuition and stipends;
- participant support costs including incentives,
- staff development costs; and
- any other costs not addressed elsewhere in the budget.

Do not include costs covered by your negotiated indirect cost rate.

### ***Justification***

Provide computations, a narrative description, and a justification for each cost under this category.

## ***Indirect Costs***

### ***Description***

Calculate your indirect costs based on a percentage of your modified total direct costs (MTDC) ([2 C.F.R. § 200.1](#)).

There are two methods. You must clearly identify the rate you used in your submitted budget.

#### Negotiated Indirect Cost Rate

If you have an approved negotiated indirect cost rate from the Department of Health and Human Services (HHS) or another cognizant federal agency, you should apply that negotiated rate. You should enclose a copy of the current approved rate agreement in your Budget package file.

If you request a rate that is less than allowed, your authorized representative must submit a signed acknowledgement that you are accepting a lower rate than allowed. This should be an explicit statement that you are accepting a lower rate than is allowed and specify what the lower rate is.

#### De minimis Rate ([2 C.F.R. § 200.414\(f\)](#))

If you do not have a current Federal negotiated indirect cost rate (including provisional rate) you “may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC).” ([2 C.F.R. § 200.414\(f\)](#).) You may “determine the appropriate rate up to this limit. . . . When applying the de minimis rate, costs must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both.” ([2 C.F.R. § 200.414\(f\)](#).) If you elect to use the de minimis rate, you must use the de minimis rate for all Federal awards until you choose to receive a negotiated rate.

Indirect costs for training are limited to a fixed rate of eight percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of \$50,000 ([45 C.F.R. § 75.414 \(c\)\(1\)\(i\)](#)).

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs ([2 C.F.R. § 200.1](#)).

### ***Justification***

Provide the calculation for your indirect costs total, i.e., show each line item included in the base, the total of these lines, and the application of the indirect rate. If you have multiple approved rates, indicate which rate as described in your approved agreement is being applied and why that rate is being used. For example, if you have both on-campus and off-campus rates, identify which is being used and why.

## **Program Income**

### ***Description***

Program income means gross income earned by your organization that is directly generated by an awarded project except as provided in [2 C.F.R. § 200.307](#). Program income includes but is not limited to income from fees for services performed or the use or rental of real or personal property acquired under the award.

Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also [2 C.F.R. § 200.307](#) and [35 U.S.C. § 200-212](#) (applies to inventions made under Federal awards).

### ***Justification***

Describe and estimate the sources and amounts of program income that this project may generate. All program income generated as a result of awarded funds must be used within the scope of the approved project-related activities.

Any program income earned must be used under the addition or additive method unless otherwise specified in Section K.4. These funds should not be added to your budget, unless you are using the funds as cost sharing or matching, if applicable. This amount should be reflected in box 7 of the SF-424A.

## ***Non-Federal Resources (Cost Share or Match)***

### ***Description***

Amounts of non-federal resources that will be used to support the project as identified in box 18 of the SF-424. For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part

of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in [2 C.F.R. § 200.306](#).

For awards that require matching by statute, you will be held accountable for projected commitments of non-federal resources in your application budgets and budget justifications by budget period even if the justification exceeds the amount required.

For awards resulting from an application where you voluntarily propose cost sharing, we will include this voluntary cost sharing in the approved project budget, and you will be held accountable for it as shown in the Notice of Award (NOA).

Failure to meet a cost sharing or matching obligation that is part of the approved project budget on the NOA may result in the disallowance of federal funds.

If you are funded, you must report cost sharing or matching funds on your quarterly Federal Financial Reports.

### ***Justification***

You must provide detailed budget information in your budget narrative (not your appendices) for every funding source identified in box 18. "Estimated Funding (\$)" on the SF-424.

You must fully identify and document the specific costs or contributions you propose as part of your required or voluntary cost sharing requirement. You must provide documentation in your application on the sources of funding or contribution(s).

For in-kind contributions, you must include how the stated valuation was determined. Matching or cost sharing must be documented by budget period.

Unrecovered indirect costs may be included as part of your cost sharing or matching only with prior approval of the grants management officer. Your budget narrative must clearly state that it is your intent to include unrecovered indirect costs as part of your cost sharing or matching. You should include in your budget narrative a copy of your negotiated cost rate to support the justification. Unrecovered indirect cost means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under your approved negotiated indirect cost rate. (See [2 C.F.R. § 200.306\(c\)](#)).

**If your application does not include the required supporting documentation for required or voluntary cost-sharing or matching, it will be disqualified from competitive review (Section G.1.b.).**

## 5. Considerations in Recipient Plans for Oversight of Federal Funds

(See also Section E.2.c.3.)

To the maximum extent possible, a recipient organization should segregate responsibilities for receipt and custody of cash and other assets; maintaining accounting records on the assets; and authorizing transactions. In the case of payroll activities, the organization, where possible, should segregate the timekeeping, payroll preparation, payroll approval, and payment functions.

Questions for consideration in developing your plan may include:

- Do the written internal controls provide for the segregation of responsibilities to provide an adequate system of checks and balances?
- Are specific officials designated to approve payrolls and other major transactions?
- Does the time and accounting system track effort by cost objective?
- Are time distribution records maintained for all employees when his/her effort cannot be specifically identified to a particular program cost objective?
- Do the procedures for cash receipts and disbursements include:
  - Receipts are promptly logged in, restrictively endorsed, and deposited in an insured bank account?
  - Bank statements are promptly reconciled to the accounting records, and are reconciled by someone other than the individuals handling cash, disbursements and maintaining accounting records?
- All disbursements (except petty cash or EFT disbursements) are made by pre-numbered checks?
- Supporting documents (e.g., purchase orders, Invoices, etc.) accompany checks submitted for signature and are marked "paid" or otherwise prominently noted after payments are made?

## 6. Financial Assistance General Certifications and Representations

When you register your organization in SAM.gov, you must complete the certifications and representations applicable to grants (i.e., federal assistance). We have provided for your reference the list of items that you are certifying when you complete this during your registration. As of October 1, 2025, HHS has adopted [2 C.F.R. Part 200](#), with some modifications included in 2 C.F.R. Part 300. These regulations replace those in 45 C.F.R. Part 75.

When your organization completes its registration (new or renewal) in SAM.gov, your organization attests that your organization:

1. Has the legal authority to apply for federal assistance and the institutional, managerial and financial capability to ensure proper planning, management, and completion of any financial assistance project covered by this Certifications and Representations document (See [2 C.F.R. § 200.113](#) Mandatory disclosures, [2 C.F.R. § 200.214](#) Suspension and debarment, OMB Guidance A- 129, "Policies for Federal Credit Programs and Non-Tax Receivables");
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See [2 C.F.R. § 200.302](#) Financial Management [2 C.F.R. § 200.303](#) Internal controls);
3. Will disclose in writing any potential conflict of interest to the federal awarding agency or pass through entity in accordance with applicable federal awarding agency policy (See [2 C.F.R. § 300.112](#) Conflict of interest);
4. Will comply with all limitations imposed by annual appropriation acts;
5. Will comply with the U.S. Constitution, all federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See [2 C.F.R. § 200.300](#) Statutory and national policy requirements [[2 C.F.R. § 300.112](#)] and [2 C.F.R. § 200.303](#) Internal controls [[2 C.F.R. § 300](#)]);
6. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, and public policies governing financial assistance awards and any federal financial assistance project covered by this certification document, including but not limited to:
  1. Trafficking Victims Protection Act (TVPA) of 2000, as amended, [22 U.S.C. § 7104\(g\)](#);
  2. Drug Free Workplace, [41 U.S.C. § 8103](#);
  3. Protection from Reprisal of Disclosure of Certain Information, [41 U.S.C. § 4712](#);
  4. National Environmental Policy Act of 1969, as amended, [42 U.S.C. § 4321](#) et seq;
  5. Universal Identifier and System for Award Management, [2 C.F.R. part 25](#);
  6. Reporting Subaward and Executive Compensation Information, [2 C.F.R. part 170](#);
  7. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), [2 C.F.R. part 180](#);
  8. Civil Actions for False Claims Act, [31 U.S.C. § 3730](#);

9. False Claims Act, [31 U.S.C. §3729](#), [18 U.S.C. §§ 287](#) and [1001](#);
10. Program Fraud and Civil Remedies Act, [31 U.S.C. § 3801](#) et seq;
11. Lobbying Disclosure Act of 1995, [2 U.S.C. § 1601](#) et seq;
12. Title VI of the Civil Rights Act of 1964, [42 U.S.C. § 2000d](#) et seq;
13. Title VIII of the Civil Rights Act of 1968, [42 U.S.C. § 3601](#) et seq;
14. Title IX of the Education Amendments of 1972, as amended; [20 U.S.C. § 1681](#) et seq
15. Section 504 of the Rehabilitation Act of 1973, as amended; [29 U.S.C. § 794](#); and
16. Age Discrimination Act of 1975, as amended, [42 U.S.C. § 6101](#) et seq.

## **7. Protections for Healthcare Entities under Weldon and Other Conscience Protection Statutes**

Under this program, HHS will not require grantees, individuals and institutions, who are covered by the Weldon Amendment to counsel or refer for abortions, notwithstanding the program’s current regulations, *see* 42 C.F.R. 59.5(a)(5); See 86 FR 56144, 56153 (10/7/2021) (“[O]bjecting individuals and grantees will not be required to counsel or refer for abortions in the Title X program in accordance with applicable federal law. OPA has long worked with grantees and providers to ensure appropriate compliance with conscience laws”). The Weldon Amendment provides that Federal or State agencies or programs cannot subject institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions. *See* Consolidated Appropriations Act, 2026, H.R. 7148, Div. B., Tit. V, Section 507(d). Under Weldon, a health care entity includes an individual physician or other health care professional, a hospital, a provider-sponsored organization, a health maintenance organization, a health insurance plan, or any other kind of health care facility, organization, or plan.

For more information about whether an entity is covered by the Weldon Amendment, applicants/grantees may consult resources provided by the Office for Civil Rights, <https://www.hhs.gov/conscience/your-protections-against-discrimination-based-on-conscience-and-religion/index.html>. And if an entity believes it has been subject to discrimination under Weldon, it may file a complaint with OCR here: <https://ocrportal.hhs.gov/ocr/smartscreen/main.jsf>