

## Grant Applicant Checklist (Competing)

### Family Planning Services Grants

<b>To:</b> <input style="width: 90%;" type="text"/>	<b>Program:</b> <i>Title X</i>
<b>Grant Name:</b> <input style="width: 90%;" type="text"/>	Competing <input style="width: 50px;" type="text"/>
<b>Grant No:</b> <input style="width: 90%;" type="text"/>	

**Instructions:** Before submitting your grant application, please review the following checklist.

#### RETURN

The SIGNED ORIGINAL and two complete copies of your application.

**NO LATER THAN:**  Due Date per FR Notice

To:  
 Department of Health and Human Services  
 OPHS Office of Grants Management  
 1101 Wootton Parkway  
 Suite 550  
 Rockville, MD 20852

For assistance in preparation of this application, contact:

**Program Office:**

Regional Program Consultant  
 Phone: See list provided

**Grants Office:**

Karen Campbell  
 Phone: 301-594-0758

### APPLICATION SUBMISSION REQUIREMENTS

--- SIGNED ORIGINAL APPLICATION - PLUS TWO COMPLETE COPIES or ELECTRONIC SUBMISSION ---

#### NEW APPLICATIONS and COMPETING CONTINUATION APPLICATIONS

<u>Application Item</u>	<u>Source</u>
SF-424 - Application for Federal Assistance (properly signed) . . . . .	OPHS-1 (Revised 06/2001)
SF 424A - Budget Information and budget narrative, Sections A-F	OPHS-1 (Revised 06/2001), Page 4
HHS-690 (New Federal grant applicants only) . . . . .	Assurance of Compliance with Title VI
Application Checklist . . . . .	OPHS-1 (Revised 06/2001), Pages 18 and 19
Required Title X Assurances . . . . .	See Supplemental Information
Table of Contents . . . . .	See Supplemental Information
Budget and Budget Narrative/Justification . . . . .	See Supplemental Information
Project Description . . . . .	See Supplemental Information
Progress Report (Competing Continuation applications) . . . . .	See Supplemental Information
Needs Assessment . . . . .	See Supplemental Information
Program Work Plan (include benefits expected) . . . . .	See Supplemental Information
Clinical Management . . . . .	See Supplemental Information
Community Education / Outreach . . . . .	See Supplemental Information
Evaluation and Quality Assurance Assessment . . . . .	See Supplemental Information
Financial Management . . . . .	See Supplemental Information
Other (special projects, etc.) . . . . .	See Supplemental Information
Appendices . . . . .	See Supplemental Information