



E000110

April 8, 1975

GUIDELINES AND INSTRUCTIONS

FOR MAY 1, 1975

RMP APPLICATIONS

A. INTRODUCTION

This document sets forth the guidelines, instructions and related information governing the application for May 1, 1975 submission.

Applications are due in the Division of Regional Medical Programs by the close of business May 1, 1975. Fifteen (15) copies should be sent, prepaid, to the Division of Regional Medical Programs, Room 11A45, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20852.

Please designate the original signature copy.

B. DURATION OF SUPPORT - Alternatives currently under consideration

1. Program Staff (personnel and related activities) thru 12/31/75.
2. Program Staff (personnel and related activities) thru 12/31/75 and continuing project activities and/or previously approved but unfunded activities thru 6/30/76.
3. Program Staff (personnel and related activities) and continuing activities and/or previously approved but unfunded activities thru 6/30/76.
4. Same as 3 above, plus new activities thru 6/30/76.

C. USE OF FUNDS

Refer to Attachment I, "Transitional Procedures," 3/21/75. Please note that transitional funds may not be used for the purchase of equipment.

D. GENERAL INFORMATION

1. Principal responsibility for review of all activities as to their feasibility in a limited time frame and their technical adequacy continue to reside with the local RMP and its Regional Advisory Group.
2. At the national level, reviews will be conducted on the basis of the alternatives listed under "B" above, depending on the amount of appropriations available.
3. There is a possibility that there may be Congressional earmarks in the Supplemental Appropriation for specific activities that have been supported previously by RMP. You will be notified immediately if this occurs.

D. GENERAL INFORMATION Cont.

4. In view of the critical shortage of time for preparation and review of applications, it becomes most important that the narrative in the application be presented in a pointed, concise manner.
5. RMPs are reminded of the requirements of Section 904(b) of the Act relating to CHP (b) agency review and comment on RMP applications. CHP (b) agencies should be contacted as soon as possible to permit opportunity for development and transmission of comments to the RAG. Due to time constraints, the comments may have to be provided informally. Such comments, however, should be confirmed in writing and may be formally submitted simultaneously to the RMP, HEW Regional Office and DRMP by not later than May 30, 1975. The CHP (b) agencies will be informed of this procedure and will be urged to concentrate any comments on proposed new RMP activities.
6. In preparing applications, assume that activities which cannot be completed realistically by June 30, 1976 may continue for a reasonable period beyond that date, provided that this is in accord with grantee policy and that contracts include the standard "escape clause." (See Guidelines attached to DRMP letter of March 7, 1974.)

E. CONTENT OF THE APPLICATION

Except as modified by these instructions, applications should be prepared in accordance with the applicable "General Instructions for Preparation and Submission of Forms 1-16" dated February 1974 (copy enclosed), which contain detailed information on completing the preprinted forms.

Each page of the completed application should be numbered consecutively at the bottom including narrative reports as well as preprinted forms.

The application should be assembled in the following order:

- Item 1. Table of Contents
2. Page 1 - Face Page
3. Page 2 - Assurances and Certifications by Applicant
4. Overall Program Report
5. Page 6 - Program Staff Personnel and Salaries
6. Page 7 - Equal Employment Opportunity
7. Page 15 - Discrete Activity Summary
8. Information requested in Attachment II
9. Page 16 - Financial Data Record
10. CHP comments made available to the RAG.

E. CONTENT OF THE APPLICATION Cont.

The following specifics apply with reference to:

Item 4. The Overall Program Report should:

- a) explain how proposed activities relate to purpose and priorities of P.L. 93-641 and transition thereto.
- b) briefly describe in a sentence or two the major accomplishments of the RMP during the last budget period (1/1/74-6/30/75).

Item 7. Arrange each Page 15-Activity Summary in the order indicated on Page 17 of the "General Instructions" February 1974.

- Item 9.
- a) Submit one Page 16-Financial Data Record for each proposed activity for the maximum period of support anticipated by the RMP but not for obligation beyond June 30, 1976.
 - b) Page 16 for Program Staff may cover the period of July 1, 1975 thru June 30, 1976 unless the RMP has decided to apply for a shorter period. DRMP will make any adjustments necessary based on future policy decisions and the availability of funds.
 - c) In addition to other items on the form, please complete blocks 56-59, Card 3, Estimated Termination Date.
 - d) Arrange in the same order as Item 7 above.

ESTIMATE OF FUNDING NEEDS

Region: _____

RMP # _____

<u>Program Staff</u>	<u>Component Title</u>	<u>Alternative #1(Total \$)*</u>	<u>Alternative #2(Total \$)*</u>	<u>Alternative #3(Total \$)*</u>	<u>Alternative #4(Total \$)*</u>
No. C000		\$ _____	\$ _____	\$ _____	\$ _____
<u>Program Staff Activities</u> (list by component number)					
No. _____		\$ _____	\$ _____	\$ _____	\$ _____
No. _____		\$ _____	\$ _____	\$ _____	\$ _____
No. _____		\$ _____	\$ _____	\$ _____	\$ _____
etc.		etc.			
<u>Project Activities</u> (list by component number)					
No. _____		\$ _____	\$ _____	\$ _____	\$ _____
No. _____		\$ _____	\$ _____	\$ _____	\$ _____
No. _____		\$ _____	\$ _____	\$ _____	\$ _____
No. _____		\$ _____	\$ _____	\$ _____	\$ _____
etc.		etc.			
	<u>TOTALS</u>	\$ _____	\$ _____	\$ _____	\$ _____

*If none requested, indicate -0-