

Administration for Children and Families

Administration on Children, Youth and Families - Family and Youth Services Bureau

Tribal Personal Responsibility Education Program for Teen Pregnancy Prevention
HHS-2021-ACF-ACYF-AT-1922
Application Due Date: 07/26/2021

Tribal Personal Responsibility Education Program for Teen Pregnancy Prevention
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Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Tribal Personal Responsibility Education Program for Teen Pregnancy Prevention
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2021-ACF-ACYF-AT-1922
Primary CFDA Number:	93.092
Due Date for Applications:	**07/26/2021**

Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at** https://www.acf.hhs.gov/grants/howto.

The Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) announces the availability of funds to tribes and tribal organizations for development and implementation of the Tribal Personal Responsibility Education Program (Tribal PREP). The purpose of this program is to support projects that educate American Indian/Alaska Native (AI/AN) youth between the ages of 10 and 19, and pregnant and parenting youth under age 21, on both abstinence and contraception for the prevention of pregnancy, sexually transmitted infections (STIs), and human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS). Funds will support the design, implementation, and sustainability of culturally and linguistically appropriate youth pregnancy prevention programs that replicate evidence-based effective programs, substantially incorporate elements of effective programs, or include promising practices within the AI/AN tribal communities. Projects are also required to incorporate at least three of the following six adulthood preparation subjects (APS): 1) healthy relationships, 2) adolescent development, 3) financial literacy, 4) parent-child communication, 5) educational and career success, and 6) healthy life skills. The 60-month project period will be divided into the following three phases: a planning period, full implementation period, and a final/close-out period. The Administration for Children and Families (ACF) will engage in a collaborative learning agenda that will provide support to Tribal PREP grantees engaged in local evaluations and support performance measure data collection efforts. In addition to collecting performance measures, Tribal PREP grantees must design and submit (during the planning period) a local evaluation of funded activities and must set aside a minimum of 15 and a maximum of 20 percent of their annual Tribal PREP budget to support their local evaluation.

I. Program Description

Statutory Authority

PREP is authorized and funded by section 513 of the Social Security Act (42 U.S.C. 713), as amended by section 50503 of the Bipartisan Budget Act of 2018 (Public Law No. 115-123) extended by division CC, title III, section 302 of the Consolidated Appropriations Act, 2021 (Public Law No. 116-260).

Section 513(c)(2)(A) (42 U.S.C. 713(c)(2)(A)) specifically addresses the Tribal PREP, particularly the requirement for the Department of Health and Human Services (HHS) to consult with tribes and tribal organizations to review requirements for awarding the 5 percent set-aside for funding.

Description

BACKGROUND

PREP programs are designed to educate adolescents on both abstinence and contraception to prevent pregnancy and STIs, including HIV/AIDS. Preventing unintended pregnancy and STIs, including HIV/AIDS, is a U.S. public health priority, particularly among adolescents [1]. Projects must incorporate at least three of the following six APS: healthy relationships, adolescent development, financial literacy, parent-child communication, educational and career success, and healthy life skills.

PREP funding is directed toward the development of adolescent pregnancy prevention education programs that incorporate medically accurate approaches, while replicating evidence-based programs or elements of programs that have been demonstrated to change behavior.

Current trend data reports that fewer teens are engaged in sexual activity. According to the 2019 nationwide Youth Risk Behavior Survey, 27.4 percent of high school students reported being sexually active [2]. In 2018, U.S. birth rates for persons aged 15–17 were 7.2 and for 18–19 years there were 32.3 births per 1,000 females, according to Centers for Disease Control and Prevention (CDC) data [3]. Over the past decade, there has been a 40 percent decline in the teen birth rate. [3]. Reasons for the recent declines are not totally clear; however, evidence suggests these declines are due to more teens abstaining from sexual activity and more teens who are sexually active using birth control [4]. Despite this significant decline in the rate of teen births for all groups, racial/ethnic, geographic, and socioeconomic disparities persist. In 2017, the birth rate for African American, Hispanic/Latino, and AI/AN youth was 27.5, 28.9, and 32.9 births per 1,000 women, respectively, and socioeconomically disadvantaged youth of any race or ethnicity experienced the highest rates of teen pregnancy and childbirth [5]. In 2018, birth rates among teens 15 to 19 years for non-Hispanic black teens was 26.3 and for Hispanic teens 26.7. These rates are almost two times the 12.1 rate for White teens [3].

Promoting Healthy Transitions to Adulthood Through Positive Youth Development

FYSB is committed to promoting the behavioral health and social and emotional well-being of vulnerable young people through a strengths-based, positive youth development (PYD) approach. Historically, many programs concentrated on a specific problem behavior, like teen sexual activity, and involved narrowly focused interventions and educational activities for that

issue. However, the increasing body of research on risk and protective factors highlights the important roles that multiple aspects of young people's attitudes, behaviors, relationships, and environments have in predicting problem behaviors like early sexual activity [6].

PYD is an intentional, pro-social approach that engages youth within its communities, schools, organizations, peer groups, and families in a manner that is productive and constructive. This approach recognizes, uses, and enhances youths' strengths. It also promotes positive outcomes for young people by providing multiple opportunities; fostering positive relationships; and furnishing the support needed to build their skills, sense of mastery, and leadership strengths. The PYD approach promotes a number of beneficial outcomes for youth, including social skills, emotional competence, positive relationships with peers and adults, and civic and school engagement.

Typical elements of programs models with a PYD approach include on-going, structured activities that facilitate progressive skill-building, positive interactions between youth and peers as well as adults, and high-levels of youth participation and engagement. For more information on PYD, please see: https://www.acf.hhs.gov/fysb/positive-youth-development.

TRIBAL PREP PROGRAM OVERVIEW

Tribal PREP Goals and Objectives

The goal of the Tribal PREP is to educate adolescents on both abstinence and contraception for the prevention of pregnancy and STIs, including HIV/AIDS. Programs must promote changes in behaviors associated with pregnancy or STIs through methods such as delaying sexual activity, increasing condom or contraceptive use, and reducing the number of partners.

The following overall objectives of Tribal PREP are to:

1. Design and implement programs to educate adolescents on both abstinence and contraception to prevent adolescent pregnancy and STIs, including HIV/AIDS;
2. Provide medically accurate, age-appropriate programming that is inclusive and culturally appropriate;
3. Use best practices to replicate evidence-based effective programs (using culturally and linguistically appropriate adaptations, as necessary), substantially incorporate elements of effective programs that are proven to change behaviors (to include delaying sexual activity or increasing condom and contraceptive use), or substantially incorporate elements or practices from promising practices that have demonstrated effectiveness within AI/AN tribal communities; and
4. Promote successful, healthy transitions to adulthood through the implementation of at least three APS.

Target Population

Tribal PREP efforts are dedicated to developing comprehensive, culturally appropriate interventions and services that rely on the best available research to inform and guide practice. Research suggests that AI/AN populations continue to experience disproportionately higher rates of teen pregnancy compared to other racial and ethnic groups. According to the CDC, "substantial disparities persist in teen birth rates, and teen pregnancy and childbearing continue to carry significant social and economic costs. In 2017, American Indian/Alaska Native teen

birth rates remained more than two times higher than the white teen birth rate [7]."

Tribal PREP must serve AI/AN youth populations. For the purposes of this Funding Opportunity Announcement (FOA), youth are defined as those who are 10-19 years old (see 42 U.S.C. 713(e)(4)), except in the case of pregnant and parenting youth, which may include youth under 21 years old (42 U.S.C. 713(a)(1)(C)(III)).

Tribal PREP may serve AI/AN youth who have additional risk factors for teen pregnancy or otherwise have special circumstances, including youth in or aging out of foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, or mothers who are under 21 years of age, and youth who are victims of human trafficking.

FYSB recognizes additional youth populations who are the most high-risk or vulnerable for pregnancies and STIs, including HIV/AIDS, or otherwise have special circumstances including culturally underrepresented youth populations such as Hispanic, African American, or Native American youth; systems-involved youth; rural youth; homeless youth; lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; out-of-school youth; and fathers who are under 21 years of age. PREP projects must be welcoming and accessible to all youth with their voluntary participation.

FYSB also recognizes that the residential statuses of AI/AN families and communities are diverse. For example, more than twice as many AI/AN youth live in rural areas compared to other U.S. youth (42 percent of AI/AN youth compared to 15 percent of other U.S. youth). Additionally, only 22 percent of the AI/AN population reside on reservations according to the 2010 Census [8]. Tribal PREP may identify and provide services to the highest need geographic areas among AI/AN communities.

Tribal PREP Program Design

Under Tribal PREP, the following requirements must be addressed:

1. Substantial emphasis on both abstinence and contraception
2. Adulthood Preparation Subjects
3. Culturally and linguistically appropriate evidence-based, effective, or promising programs
4. Fidelity and adaptations
5. Medical accuracy and age-appropriateness
6. Trauma-informed approaches

Substantial emphasis on Abstinence and Contraception

For the purposes of this FOA, Tribal PREP must include activities to educate AI/AN youth that place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and STIs, including HIV/AIDS among AI/AN youth (see 42 U.S.C. 713(b)(2)(B)(iv)).

Adulthood Preparation Subjects (APS)

Programs are required to include at least three of six APS be addressed in program implementation. These include the following:

1. *Healthy relationships*, such as including marriage and family interactions.
2. *Adolescent development*, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects.
3. *Financial literacy*
4. *Parent-child communication*
5. *Educational and career success*, such as developing skills for employment preparation, job seeking, independent living, financial self-sufficiency, and work-place productivity.
6. *Healthy life skills*, such as goal setting, decision making, negotiation, communication and interpersonal skills, and stress management.

Programs must be tailored and developed in appropriate ways to reflect the cultural, linguistic, and regional practices of the tribal communities and the target populations being served. Programs must also assess the developmental needs of the target population(s) in order to inform the selection and incorporation of the adulthood preparation subjects. Additional guidance on APS is provided to state PREP grantees and may be useful to tribal PREP applicants.

For more information on implementing APS in PREP programs, please see the report on "Conceptual Models for Adulthood Preparation Subjects within the Personal Responsibility Education Program (PREP)" at https://www.acf.hhs.gov/sites/default/files/documents/opre/conceptual-models-adulthood-prep-feb-2021.pdf and the "Adulthood Preparation Subjects Resource Guide" at https://teenpregnancy.acf.hhs.gov/resources/adulthood-preparation-subjects-resource-guide-0-0.

Evidence-Based, Effective, or Promising Programs

PREP projects are required to "replicate evidence-based effective programs or substantially incorporate elements of effective programs that have been proven on the basis of rigorous scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth" (see 42 U.S.C. 713(b)(2)(B)(i)).

Tribal PREP projects can also include promising practices within the AI/AN tribal communities, which includes substantially incorporating elements or practices from programs that have demonstrated effectiveness within AI/AN tribal communities.

HHS recognizes that to date there is little empirical research in AI/AN communities. To the extent possible, Tribal PREP should replicate evidence-based programs or substantially incorporate elements of effective programs that have been proven on the basis of rigorous scientific research to change behavior. Tribal PREP projects may include practices that AI/AN communities know to be effective for delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth.

Programs must demonstrate how their proposed programs meet the requirements to be evidence-based, incorporate elements of effective programs, or include promising practices by including the following:

1. References to a journal article or study where the program was shown to be effective (e.g., significant effects on outcomes of interests); or

2. Data that demonstrate how the selected overall program systematically applies core curriculum components that have been found to be effective in delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth.

Programs must use culturally responsive interventions that incorporate the norms, beliefs, and values of the target population into programming. The proposed project should demonstrate cultural sensitivity and competence in providing social, linguistic, and culturally appropriate interventions with the target population.

Decades of social science research indicate that applied research is difficult. Identifying specific curricula that can be successfully, reliably, and broadly applied across many applications and among diverse audiences and locations is extremely challenging. However, social science and educational research is rich in identifying program elements that are key in attaining positive behavior change. Many of these elements have been identified in research summary documents such as the CDC Health Education Curriculum Analysis Tool: https://www.cdc.gov/healthyyouth/hecat/index.htm. This tool provides critical elements to success in implementing programs to positively change youth behavior. There may be other tools and resources available to assess curricula.

Fidelity and Adaptations

Whether intervention designs replicate an entire evidence-based program or incorporate significant elements of evidence-based or effective programs, it is an established best practice to try to sustain fidelity to the original evidence-based or effective program model. When a full program model is being replicated with fidelity, adaptations to the program should generally be minimal. Any component that is added to an evidence-based program must be appropriately integrated into the evidence-based program model and should not alter the core components of the evidence-based program model. Frequently, developers that distribute evidence-based curricula will offer guidance on their core components and address how to ensure fidelity. Programs must consult directly with curriculum developers to determine the core components of the program model they select for program implementation. Developers may offer checklists or other tools to assist with implementation.

If a tribe or tribal organization chooses to substantially incorporate elements of effective programs, they must ensure that the elements meet the PREP requirements. These added elements must improve the likelihood that interventions will fit the unique cultural needs of the AI/AN tribal population and have positive impacts on the targeted behaviors.

Medical Accuracy and Age Appropriateness

Tribal PREP must provide "medically accurate and complete" information. For the purposes of this FOA, the term "medically accurate and complete" means verified or supported by the weight of research conducted in compliance with accepted scientific methods and the following:

1. Published in peer-reviewed journals, where applicable, or
2. Comprised of information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete (see 42 U.S.C. 713(e)(2)).

Tribal PREP must provide medically accurate information, including up-to-date contraceptive information and age-appropriate information and activities. Topics, messages, and teaching methods must be suitable to specific age groups of youth based upon varying capacities of cognitive, emotional, and behavioral development.

Tribal programs must provide age-appropriate information and activities. The term “age-appropriate,” with respect to the information in pregnancy prevention, means topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. Programs must verify that all final materials are age appropriate before the start of the implementation period.

Trauma Informed Approaches

FYSB recognizes that AI/AN youth may have unique service needs related to the history of trauma in Indian Country. The Indian Country Childhood Trauma Center defines trauma within the AI/AN context as a "unique individual experience associated with a traumatic event or enduring conditions, which can involve an actual death or other loss, serious injury, or threat to a child's well-being, often related to the cultural trauma, historical trauma, and intergenerational trauma that has accumulated in AI/AN communities through centuries of exposure to racism, warfare, violence, and catastrophic disease [9]."

Several distinct forms of trauma have been identified in Indian Country, including cultural trauma, historical trauma, intergenerational trauma, and current trauma. Trauma experiences are significant and prevalent in the lives of AI/AN youth. For example, compared to their non-Indian peers, AI/AN children are 2.5 times more likely to experience trauma [10]. AI/AN children experience a rate of child abuse and neglect of 11.4 per 1,000 children, compared to the rate for all children of 9.1 per 1,000 [11]. Violence is more likely to be reported among AI/AN families, both as an element of abuse and/or neglect and in general. Repeated exposure to trauma results in the impaired ability to have positive relationships, communicate well, and demonstrate resiliency skills that have a direct connection to adolescent health behaviors and are emphasized within PREP projects.

Broadly speaking, trauma-informed approaches may recognize the high prevalence of trauma in the target populations that they are serving; assess for traumatic histories and symptoms; recognize and reject practices that are re-traumatizing; place increased emphasis on the importance of culture; focus on collaboration with caregivers and support systems; address training needs of staff to improve knowledge and sensitivity; ensure that program staff understand the function of coping behaviors; and use objective, neutral language [9].

For example, effective programming that supports mental health, development of coping strategies, and increased protective factors in a youth's life can minimize a young person's risk of problematic behavior and increase his or her capacity to thrive. For more information on Trauma-Informed Care, please see the Promising Youth Programs Trauma-Informed brief: https ://www .acf.hhs.gov/opre/report/incorporating-trauma-informed-care-adolescent-pregnancy-preventionprograms.

In the context of Adolescent Pregnancy Prevention (APP) programs, trauma-informed care is an approach that recognizes trauma’s general impact on participating youth and helps guide programming, so it avoids re-traumatizing youth and facilitates youth engagement in the

programming. A trauma-informed approach means that the project takes into account many areas of the program, which may include, but is not limited to, the staff's approach to youth, the content of the intervention, the delivery or facilitation of the intervention, training for facilitators on how to identify signs of trauma, and the referral and follow-up process for youth who exhibit signs of trauma.

All programs should also create and maintain a "safe space" for youth; i.e., an environment that is welcoming to all youth, inclusive, and non-stigmatizing.

TRIBAL PREP PROJECT PHASES

FYSB recognizes the importance of engaging tribal communities in program planning and implementation that affects AI/AN youth. Therefore, Tribal PREP will have a project period of 5 years, which is divided into the following three phases:

Phase 1: Needs Assessment, Planning, and Capacity Building

Phase 1 of the project will begin upon award of the grant and is expected to be completed no later than 9 months, which would be June 30, 2022. Phase 1 activities include the following: (1) assess the needs of the identified target community(ies) in the areas of adolescent pregnancy prevention and youth preparation for adulthood; (2) develop an evaluation and program implementation plan that includes the selection of a culturally appropriate teen pregnancy prevention program; and (3) begin building capacity to respond to identified needs.

The needs assessment must assess:

- The quality and capacity of existing adolescent pregnancy prevention programs, if any; and numbers and characteristics of youth and families who receive services or potentially may receive services;
- The extent to which these program models are evidence-based and high-quality, and meet the needs of eligible families; and
- The factors that may limit capacity in providing adolescent pregnancy prevention and APS material.

Planning and capacity-building activities during Phase 1 may include the following:

- Identifying populations to be served on the basis of the needs assessment;
- Building administrative and management capacity for the program (e.g., hiring key staff and locating space);
- Strengthening relationships and developing formal agreements with partners and stakeholders;
- Selecting evidence-based or effective adolescent pregnancy prevention programs for implementation;
- Collaborating with the developers of the selected teen pregnancy prevention program(s) and the community to make culturally and linguistically appropriate adaptations to the programs, if needed;
- Establishing formal agreements with developers;
- Locating and securing partners (such as local evaluators) to plan for and participate in ongoing research and program evaluation activities.

- Developing an implementation plan;
- Developing an evaluation plan;
- Obtaining Institutional Review Board (IRB) approval;
- Completing and receiving approval of an evaluation design plan from FYSB; and
- Hiring and training staff.

Programs will transition from Phase 1 to Phase 2 upon submission and approval of their implementation and evaluation plan. Submission of the implementation plan to FYSB is subject to Office of Management and Budget (OMB) approval under the Paperwork Reduction Act (PRA). (For more information on implementation plans, see *Section I. Program Description, Post Award Requirements, Implementation Plan*.)

Phase 2: Implementation

In Phase 2, June 30, 2022 through the end of the fourth year of the project period, Tribal PREP grantees will implement the various components of their approved Implementation Plans and work closely with FYSB to ensure high-quality services are implemented in their selected tribal communities.

Phase 2 activities include the following:

- Building infrastructure to implement effective teen pregnancy prevention programs in the community;
- Providing high-quality Tribal PREP projects to AI/AN youth in the community;
- Measuring and reporting on progress in meeting benchmarks;
- Participating in ongoing performance measurement data collection and program evaluation activities that will result in building the knowledge base around evidence-based teen pregnancy prevention programs for AI/AN populations;
- Conducting fidelity monitoring and supervision activities;
- Employing participant engagement and retention strategies to maximize attendance;
- Conducting retention, tracking, and follow-up activities;
- Collecting evaluation data;
- Completing required OMB-approved evaluation templates to assist with keeping track of evaluation activities;
- Developing and finalizing a sustainability plan;
- Completing an implementation report; and
- Including control/comparison group participants (as applicable), for grantees that choose to conduct a rigorous evaluation study.

Phase 3: Final Year/Year 5

In Phase 3, Tribal PREP will continue implementation of the intervention.

Phase 3 activities include the following:

- Provide programming to youth outside of the program evaluation study, if budget permits;
- Develop and finalize an analysis plan that supports the analysis of primary and secondary evaluation questions;

- Analyze outcome evaluation data
- Submit and finalize an evaluation report; and
- Conduct sustainability activities.

TRIBAL PREP EVALUATION

Performance Measurement Data and Evaluation Requirements

ACF intends to engage in a collaborative learning agenda, to work with Tribal PREP programs to increase understanding of what works and why in Tribal PREP projects. Western teen pregnancy prevention programming remains a relatively new approach in many tribal settings, and may be challenging to adopt where more traditional, culturally based approaches tend to have more credibility. These challenges are further complicated by the lack of practices developed specifically for use with AI/AN populations that have been evaluated with impact designs.

Performance measurement data and evaluation of Tribal PREP projects will add to the evidence-base in the near-term. Additionally, a community-based research approach that involves community participation in the design, conduct, interpretation/analysis, and dissemination of research will be fundamental to the success of evaluation with AI/AN communities.

Activities include performance measure collection and submission and grantee-level evaluation called "local evaluation." Performance measurement is an ongoing data collection activity that examines program operations, progress, and accomplishments, and is often conducted through monitoring. Program evaluation measures and analyzes research questions that examine whether the program is achieving the outcomes it intends to achieve.

PREP Performance Measures

All grantees and sub-recipient(s), including their implementation sites, will be required to collect and report information on program implementation and program outcomes through a common set of performance measures. This requirement applies to any community partners who agree to host a site or recruit program participants (e.g., school districts, non-profits). The purpose of the performance measures is to monitor and provide feedback about whether grantees are implementing PREP programs as intended and to demonstrate progress towards expected objectives. Performance measures can also create a foundation for program improvement efforts, prompted by federal, grantee, and program providers' examination of the data. PREP performance measures provide information based upon the three categories of data collection listed below while rigorous evaluations assess program effectiveness and impact.

PREP performance measures will be distributed to grantees and funded recipients who will be required to collect and report on these measures approximately twice a year. ACF has defined measures at the grantee, provider, and program levels. For some performance measures, grantees provide data about activities they undertake directly at the grantee level. For other measures, data are based on information about each separate provider that serves youth directly (i.e., provider level) or each program model that a provider is implementing (i.e., program level). A program model is defined as the core curriculum plus other lessons or activities that may be integrated with the core curriculum to meet the PREP requirements. In addition, data are also collected from the youth themselves through participant entry and exit surveys. Ultimately,

grantees are responsible for submitting performance measures from the grantee, provider, and program levels to ACF.

The following are the three categories of PREP performance measures for data collection and submission:

1. Structure, cost, and support for program implementation;
2. Attendance, reach, and dosage; and
3. Participants' characteristics, behaviors, program experiences, and perceptions of effects (through participant entry and exit surveys).

Applicants applying for funds must indicate their agreement to collect the PREP performance measures and submit the data to ACF. Grantees will be expected to check local and state laws, policies, and procedures to ensure that the collection of performance measures data is feasible and obtain any necessary permissions (e.g., formal agreements with partners, IRB approval, copies of school district approvals) to collect these data. Grantees are responsible for ensuring all sub-recipients and implementation sites collect and submit the PREP performance measures. FYSB will provide training on how to conduct performance measures data collection and reporting. Grantees may develop additional indicators of program performance, as needed, including adding items to the entry or exit surveys. However, all FYSB OMB-approved items must be administered first, in the order presented in the approved survey, before any additional items are added. Any additional survey items should be added at the end of the OMB-approved survey and should not be submitted to ACF.

For more information about the PREP performance measures, including definitions, survey instruments, and data collection tools, please see https://www.prepeval.com/DataCollectionToolsAndGuidance.html.

Grantees are expected to determine whether local IRB approvals are necessary. Grantees must determine which IRB has jurisdiction over a data collection effort for performance management purposes and whether the IRB requires the grantee to initiate an approval process. If IRB approval is necessary, grantees are expected to follow all IRB review requirements. All programs must ensure confidentiality and the security of the data collected. Failure to collect and report on the full set of OMB-approved performance measures at any time during the grant period may result in loss of continued funding. All programs must indicate their agreement to collect and report performance measures, once FYSB receives OMB approval, by signing the Tribal PREP Assurances Form in *Appendix A*.

NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C.3501-3521), under this FOA, ACF will not conduct or sponsor, and a person is not required to respond to, a collection of information covered by such Act, unless it displays a currently valid OMB control number. ACF has obtained OMB approval (OMB Control Number 0970-0497; Expiration Date June 30, 2023) under PRA to request and collect performance measures.

Local Evaluation

During Phase 1, programs must design and further develop their capacity to implement a plan for local evaluations to answer one or more grantee-specific evaluation question(s). The purpose of these evaluations is to learn from programs in order to inform and improve current and future programming. Local evaluations must be conducted by an independent evaluator, referred to as

the "local evaluator." Local evaluations may not be conducted by persons directly involved in the administration of the program or project. Local evaluators may be universities, research organizations, evaluation consultants, or other institutions with experience in conducting rigorous evaluations. Local evaluators, while independent, must demonstrate past experience, and current capacity to work collaboratively and establish respectful relationships, with tribes, tribal organizations, and tribal communities.

Programs must set aside a minimum of 15 percent and a maximum of 20 percent of their annual PREP allocation for a local evaluation. Local evaluations should be descriptive local evaluations. Descriptive local evaluations are evaluations that do not have a control/comparison group.

Tribal PREP programs may only conduct one local evaluation. The evaluation question(s) must drive the local evaluation, including its design, methods, data, and analysis. The evaluation question(s) may focus on the entire Tribal PREP, the programming of one or more implementation sites, or a component(s) of the programming of the Tribal PREP or implementation site program. The evaluation question(s) must relate to the specific programming approach of the Tribal PREP or sub-recipient. Local evaluations must be designed to help inform current and future programming and expand the evidence base.

Although other topics are permissible, examples of evaluation topics include the following:

- Populations, e.g., describing the populations reached and whether programming addresses the perceived needs of target populations, including especially tribal youth;
- Adaptations, e.g., determining the differential outcomes of programming that adhere to standard curricula versus programming with significant adaptions, especially adaptations to address the needs of tribal youth;
- APS, e.g., the impact of adding specific programming related to APS; and
- Overall program effectiveness.

For example, a program may adapt an evidence-based teen pregnancy prevention program for tribal youth. This program could identify whether participants increase knowledge of cultural understandings of teen pregnancy and whether participants indicate a change in their behaviors in order to prevent teen pregnancy; this would be a descriptive local evaluation. Local evaluations should be descriptive local evaluations. Tribal PREP projects must use their program logic models to identify evaluation questions. (For more information on logic models, see *Appendix B.*)

Programs and their local evaluators are required to collaborate with ACF to refine, improve, develop, or select assessments, pilot (if possible), and make necessary changes to the evaluation design/methods. ACF approval will be required prior to implementation of a proposed evaluation plan. ACF may review the evaluation funding for each of the evaluation activities and recommend an adjustment to the proposed level of funding. Where necessary, ACF may work with Tribal PREP to adjust the level of funding for evaluation activities based on the final, approved evaluation plan and may redirect funds reserved for local evaluation to programming. In the event that a local evaluation is not approved, the budget and staff that would have supported the local evaluation will instead be directed toward other approved Tribal PREP activity.

After local evaluation research plans have been approved, Tribal PREP projects are expected to implement robust evaluations lasting throughout the grant period, instrument development (and possibly pre-testing the instruments), including data collection, data analysis, drafting of reports, and multiple dissemination efforts to inform many audiences. The final reported results must be clearly supported by analyses of data, and descriptions of the results must clearly communicate the implications of the study to others in the field. Tribal PREP projects may not undertake evaluative activities with PREP funds outside of what is expressly described in this FOA. ACF will provide technical assistance for all local evaluations, supporting Tribal PREP projects and their local evaluators during evaluation planning, evaluation implementation, analysis, and dissemination, in order to ensure maximum learning from these projects.

During the planning period or afterwards, Tribal PREP projects with a local evaluation will be required to obtain a federal-wide assurance (for more information, see http://www.hhs.gov/ohrp/assurances/assurances/filasurt.html). Afterwards, programs will need to secure tribal leadership approval of their evaluation plan and will need to submit their research projects to an IRB, which could be university-based, tribal-based, or Indian Health Service (IHS) based. Often Tribal PREP use the IRBs of their local evaluators, partner universities, or evaluation organizations to provide oversight. IRBs provide guidance regarding participant privacy and rights. For more information on IRBs and tribal evaluation, please see the Indian Health Service's website at https://www.ihs.gov/dper/research/hsrp/instreviewboards/. General information about the HHS Protection of Human Subjects regulations can be obtained at https://www.hhs.gov/ohrp/. States also may contact the Office for Human Research Protections by email at ohrp@hhs.gov, or by phone at (240) 453- 6900.

At the end of evaluations and upon approval by OMB of final report templates, Tribal PREP will be required to submit final reports; and according to data safety and monitoring standards that ACF will distribute, ACF may make aggregated data available to other Tribal PREP grantees and so that others may analyze and learn from the local evaluation data.

Federal Evaluation

In addition to local evaluations, the federal government may sponsor federally led evaluations. The federal evaluations will be conducted by independent contractors. As a condition of acceptance of an award under this FOA, all Tribal PREP that are asked, are required to participate fully in ACF-sponsored evaluations and adhere to all evaluation protocols established by ACF to be carried out by its designee contractors. In the event that a Tribal PREP is selected for a federally led evaluation, the federal government may incorporate the local evaluation into the federally led evaluation, or it may waive the local evaluation requirement. In all cases, Tribal PREP will still be required to collect performance measures.

Consistent with the PRA of 1995, (44 U.S.C. 3501-3521), under this FOA, FYSB will not conduct or sponsor, and a person is not required to respond to, a collection of information covered by such Act, unless it displays a currently valid OMB control number.

POST AWARD REQUIREMENTS

The acceptance of federal funds under this FOA will signify agreement by the grantee that it will comply with the following requirements:

- Have Phase 1 project activities operating within at least 45 days and no more than 90-

days following the Notice of Award;
- Formally train facilitators/educators in the selected evidence-based effective program model or elements of the effective program model by professionals who can provide follow-up technical assistance to facilitators;
- Submit program and financial reports in the recommended format (to be provided) in a timely manner to the Federal Project Officer and Grants Management Specialist (as requested);
- Budget the costs of sending at least two key staff persons to the 3-day Adolescent Pregnancy Prevention (APP) Program Annual Grantee Conference to be held tentatively in Atlanta, Georgia, or through a virtual platform in 2022, and locations to be determined for annual conferences.
- Budget the costs of sending a minimum of two staff persons to attend at least one of two topical training sessions offered each year of the project in areas such as Washington, DC, and other regions of the country, or through a virtual platform, annually.
- Collect and report on all of the federal PREP Performance Measures (grantee and partners and sub-recipients). PREP Performance Measures are currently approved under OMB # is 0970-0497, expiration date June 30, 2023;
- Participate in evaluation activities, to include ACF contracted technical assistance for local evaluations that relate to this FOA;
- Participate in a grantee orientation webinar to be held shortly after the official award date;
- Submit all program and training materials to FYSB for medical accuracy review and complete recommended revisions; and
- Other requirements as noted in this FOA or the award terms and conditions.

Partnerships

During Phase 1 of the project, Tribal PREP must build and sustain meaningful partnerships with agencies or organizations at the tribal, state, or local level that address the various and complex needs of AI/AN youth. Efforts may include partnerships with organizations that have experience in providing AI/AN youth with effective teen pregnancy prevention educational services, and plans to mitigate risk factors that lead to teen pregnancy and challenges to transition to adulthood among AI/AN youth. One opportunity may be developing relationships with state agencies receiving PREP funding. States that accept funding are required to develop state plans that addressed how they will target AI/AN youth in their identified service areas.

Tribal PREP are encouraged to identify the agency within their state that is receiving state PREP funding in order to further develop or build a partnership. A list of agencies that accepted 2020 state PREP funding is available on the FYSB website at https://www.acf.hhs.gov /fysb /grant-funding/fy2020-state-personal-responsibility-education-program-awards. Tribal PREP are encouraged to build partnerships with organizations that use a trauma-informed approach in services for AI/AN youth.

Subawards

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or

providing services funded under the award that are necessary and integral to the completion of the project.

Subrecipient monitoring activities alone as specified in 45 CFR § 75.352 do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. Subrecipient(s) must meet the eligibility requirements identified in the FOA, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Data Universal Numbering System (DUNS) number, or after government-wide implementation, a Unique Entity Identifier assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the Award Term and Condition on Subawards on the ACF Administrative and National Policy Requirements website for further requirements involving subawards.

Implementation Plan

Tribal PREP grantees will use the information gathered during Phase 1 to complete an OMB-approved implementation plan that is reasonable and responds to the needs identified among the target population(s). Once FYSB has received OMB approval, FYSB will develop the template for the implementation plan and share it with grantees in the Orientation Webinar, which will be held shortly after the official award date.

The Implementation Plan will include specific information on how grantees will meet all Tribal PREP Project Requirements, as outlined in *Section I. Program Description, Tribal PREP Program Overview, Tribal PREP Program Design*, in the implementation of their proposed programs.

As a component of the implementation plan to be submitted no later than June 30, 2022, ACF will require that a final evaluation design and budget be drafted and submitted (some programs may be excused from this requirement). The final evaluation design and budget must demonstrate how the program will use evaluation findings to improve programming for tribal youth.

Once FYSB receives OMB approval, grantees will submit their implementation plan to FYSB for review and feedback no later than June 30, 2022. Grantees will receive feedback on their proposed implementation plan from FYSB within 30 days of submission. Grantees may be asked to make revisions to their plans and may receive technical assistance to incorporate the recommendations of FYSB. Grantees whose initial implementation plans are not approved will be required to submit a revised plan incorporating FYSB's recommendations in order to proceed with program implementation.

Pending final approval of their implementation plan and a non-competing continuation application required of all discretionary grantees, funds will be provided for Year 2 of the Tribal PREP.

COVID-19 Response

If, during the project period, FYSB and/or grantees are required to adjust program and/or grant requirements due to COVID-19 or other emergency, FYSB will exercise maximum flexibilities, as needed. Requirements may be conducted virtually or timelines may be modified, in

consultation with FYSB.

DEFINITIONS AND EXPLANATIONS OF TERMS

For purposes of this FOA, the following definitions are applicable:

Activities - All the actions needed to prepare for and carry out the project that is proposed. This includes program and financial management, intervention activities, partnership activities, hiring and training, evaluation, and dissemination activities.

Adaptation - A modification to an intervention that has been developed for a single, demographic, ethnic, linguistic, and/or cultural group for use with other groups.

Age-Appropriate - The term "age-appropriate," with respect to the information in pregnancy prevention, means topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. [See section 513 of the Social Security Act (42 U.S.C.713).]

Capacity - The resources (i.e., staff, skills, facilities, finances, technology, partnerships capabilities, and other resources) an organization possesses to implement PREP.

Core Components - Program characteristics that must be kept intact when intervention is being replicated or adapted, in order for it to produce program outcomes similar to those demonstrated in the original evaluation research.

Continuous Quality Improvement - A continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes.

Descriptive local evaluations - Evaluations that use data and analysis to describe and explain the importance or implications of the program's processes and/or the program's population but do not have a control/comparison group.

Effectiveness - The impact of a program under conditions that are likely to occur in a real world implementation.

Evidence-based Program Models - The program replicates evidence-based effective programs or substantially incorporates elements of effective programs that have been proven on the basis of rigorous scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth.

Fidelity - The degree to which an intervention is delivered as designed. Faithfulness with which a curriculum or program is implemented; that is, how well the program is implemented without compromising its core content which is essential for program effectiveness.

Fit - Compatibility between a program and the youth and community to be served.

Impact local evaluations - Impact evaluation is a form of outcome evaluation that assesses the net effect of a program by comparing program outcomes with an estimate of what would have happened in the absence of the program. This form of evaluation is employed when external factors are known to influence the program's outcomes, in order to isolate the program's contribution to achievement of its objectives.

Implementation - The process of introducing and using interventions in real-world service settings, including how interventions or programs are adopted, sustained, and taken to scale.

Medically Accurate and Complete - Verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable; or comprising information that leading professional organizations and agencies with relevant expertise in the field recognized as accurate, objective, and complete. [See section 513 of the Social Security Act (42 U.S.C. 713).]

Memorandum of Understanding (MOU) - A written statement from a stakeholder organization or individual describing a commitment, possibly including a financial role, in supporting the implementation of a program.

Objectives - The specific and measurable actions that support the expected result of the program.

Outputs - The direct products and services delivered by a program.

Performance Measurement - Ongoing monitoring and reporting of program accomplishments, particularly progress toward pre-established goals.

Performance Measures - Indicators that are designed to collect data for program monitoring, improvement, and reporting purposes.

Stakeholders - Individuals and organizations that have a shared interest in the program results. Stakeholders include participants, families, staff and volunteers, funders, and community organizations that share the program vision and are actively committed to the program.

Systematic Review - A literature review that identifies, appraises, selects, and synthesizes all high-quality research evidence relevant to a research question.

Training and Technical Assistance - For the purpose of this FOA, the provision of advice, assistance, and/or training pertaining to the initiation, operation, or implementation of the proposed program model.

Youth - Anyone who has "attained age 10 but has not attained age 20" (see 42 U.S.C. 713(e)(4)), except in the case of pregnant and parenting youth, which may include youth under 21 years old. [See 42 U.S.C. 713(a)(1)(C)(iii).]

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II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$3,250,000
Expected Number of Awards:	8
Award Ceiling:	$600,000 Per Budget Period
Award Floor:	$350,000 Per Budget Period
Average Projected Award Amount:	$400,000 Per Budget Period
Anticipated Project Start Date:	10/01/2021

Length of Project Periods:

Length of Project Period:	60-month project period with five 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and

from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Applicants should provide a budget for the first 12 month budget period. Funds for Years 2 through 5 will be awarded on the basis of submission and approval of the implementation plan and non-competing continuation applications. Awards are subject to the satisfactory progress by the grantee and a determination that continued funding would be in the best interest of the federal government. The Grants Project Team (Grant Management Specialist, Federal Project Officer, and Technical Assistance Provider) will use the grantee's semi-annual performance progress and financial reports, site visits, audit reports, and other supporting documentation to determine, in accordance with the requirements in the FOA and statute, if satisfactory progress is being made. FYSB will factor in the grantee's ability to meet the dues dates as identified in the FOA. The Grants Project Team's review of reports and other documentation will be used to assess progress in the following: 1) accomplishing the project goals, objectives, and activities; 2) completing proposed activities; and 3) documenting allowable expenses that support project goals, objectives, and the approved budget. Please refer to *Section VI.3. Reporting* for more information on required reports.

Regarding expenditure of funds, applicants under this FOA are exempt from the statutory requirements to expend funds by the end of the second succeeding fiscal year (42 U.S.C. 713(c)(3)). Grantees will have 12-month budget periods and must expend funds within each budget period for which they are awarded.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

In cooperative agreement awards, the federal government is seen as a partner of the grantee and has substantial involvement in the project. ACF will provide an ample amount of support to ensure that the project and the evaluation are successful at no cost to the grantees.

ACYF/FYSB will provide substantial involvement beyond the usual communication, such as conference calls and site visits. ACYF/FYSB will work in partnership with the grantee and provide the following support to ensure success:

- Conduct monthly meetings with grantees to ensure program outcomes are achieved;
- Provide programmatic technical assistance to support grantees in meeting Tribal PREP requirements;

- Provide subject matter expertise and resources;
- Review and provide feedback on OMB-approved implementation and evaluation plans;
- Provide both group and individualized technical assistance;
- Use webinars and other distance learning technology to provide trainings and resources;
- Establish a community of learning among grantees; and
- Disseminate lessons learned and best practices.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are Indian tribes and tribal organizations, as such terms are defined in section 4 of the Indian Health Care Improvement Act (25 U.S.C. 1603) and may be found at:

https://www.govinfo.gov/. For more information, please see *Section III.3. Other, FYSB Additional Disqualification Factor*.

Applicants serving emerging or underserved populations or remote geographic areas are encouraged to apply for funding under this FOA. Collaborative efforts and interdisciplinary approaches are encouraged. Applications from collaborative groups (consortia) must identify a primary applicant responsible for administering the grant.

Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of this part and 42 U.S.C. 2000bb et seq., the Department will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors.*

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.
Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

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 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the

projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov**. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant

to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

FYSB Additional Disqualification Factor

FYSB will disqualify any applications that do not demonstrate their eligibility in accordance with the designated eligibility criteria, as stated in *Section lll.1. Eligible Applicants*. FYSB will review applications to ensure that applicants are Indian tribes or tribal organizations.

All eligible applicants must include a written statement of support for the project from a Board of Directors or other governing body of the applicant organization. A signed letter from the authorized representative must accompany each application; it must include documentation or a citation establishing the authorized representative's authority to apply for and administer the Tribal PREP grant program on behalf of the tribe or tribal organization.

Indian tribes must be acknowledged by the Bureau of Indian Affairs (BIA) as federally recognized. For a list of federally recognized tribes, see the BIA webpage at http ://www.bia .gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm. Indian tribes listed on the site need not submit documentation confirming this, as FYSB will verify at the time of the applications' initial review.

Tribal organizations must submit documentation that supports its classification as a recognized governing body of any federally recognized Indian tribe, which is any legally established organization of Indians that is controlled, sanctioned, or chartered by such governing body or that is democratically elected by the adult members of the Indian community to be served by such organization and that includes the maximum participation of Indians in all phases of its activities. A tribe that is federally recognized but is not on the BIA webpage, or a tribal organization that does not meet the requirement listed above, must submit documentation that is signed and dated by an official of the governing body. Written Board resolutions, meeting minutes from the governing body, and/or letters from the authorizing official reflecting approval are acceptable documentation, depending on what is appropriate for the applicant's governance structure. This documentation must be included with the applicant's submission to FYSB. Without being listed on the BIA webpage previously mentioned and/or without inclusion of the signed and dated documentation in the application, the application will be disqualified from competitive review.

Please refer to *Section IV.2. Content and Form of Application Submission, The Project Description, Additional Eligibility Documentation*

Notification of Application Disqualification
Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Latonia Coryatt
FYSB Operations Center
c/o F2-Solutions
Attn: Tribal PREP FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774
Phone: 1-855-792-6551

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large

documents (files) to www.Grants.gov.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND

CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have extra pages removed and those pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original

copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format
With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of SFs and OMB-approved forms, the application submission in its entirety (Project Description and Appendices files) is limited to 100 pages.

Project Description - The suggested page length for the project description is limited to 70 pages and must include the following:

1. Table of Contents
2. Project Summary
3. Geographic Location
4. Need for Assistance
5. Objectives
6. Expected Outcomes
7. Approach
8. Project Timeline and Milestones
9. Organizational Capacity
10. Plan for Oversight of Federal Award Funds and Activities
11. Program Performance Evaluation Plan
12. Funded Activities Evaluation Plan
13. Logic Model
14. Project Sustainability Plan
15. Protection of Sensitive and Confidential Information

16. Line-Item Budget and Budget Justification

Appendices - The suggested page length for the appendices are limited to 30 pages and must include the following:

1. Organizational Capacity; Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
2. Third-party Agreements/MOU
3. Letters of Support
4. Additional Eligibility Documentation
5. Indirect Cost Rate Letter (if applicable)
6. Tribal PREP Assurances

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption**.**

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission'" at www.acf.hhs.gov/grants/howto#chapter-6*

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Certification	Submission required of all	Submission of the certification is

Regarding Lobbying (Grants.gov Lobbying Form)	applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	required for all applicants.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http:// www.hhs .gov/ ohrp/ assurances/ forms/index .html. General information about the HHS Protection of Human Subjects regulations can be obtained at http ://www. hhs.gov/ ohrp/ . Applicants may also contact OHRP by email (ohrp @csophs .dhhs.gov) or by phone (240-453-6900).
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this

	of a grant.	commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. Active registration at the SAM website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

Mandatory Grant Disclosure
All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen

Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Geographic Location

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement.

Tribal organization applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement. Specifically, tribal organizations must submit documentation that supports its classification as a recognized governing body of any federally recognized Indian tribe; or be any legally established organization of Indians that is controlled, sanctioned, or chartered by such governing body, or that is democratically elected by the adult members of the Indian community to be served by such organization and that includes the maximum participation of Indians in all phases of its activities.

A tribe that is federally recognized but is not on the BIA webpage, or a tribal organization that does not meet the requirement listed above, must submit documentation that is signed and dated by an official of the governing body. Written Board resolutions, meeting minutes from the governing body, and/or letters from the authorizing official reflecting approval are acceptable documentation, depending on what is appropriate for the applicant's governance structure. This documentation must be included with the applicant's submission to FYSB.

In addition, all eligible applicants must include a written statement of support for the project from a Board of Directors or other governing body of the applicant organization. A signed letter from the authorized representative must accompany each application; it must include documentation or a citation establishing the authorized representative's authority to apply for and administer the Tribal PREP grant program on behalf of the tribe or tribal organization.

Applications submitted without the documentation will be disqualified as mentioned in *Section III.3. Other, FYSB Additional Disqualification Factor.*

Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s)

requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

Expected Outcomes

Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Because Tribal PREP grantees, once awarded, will have a Planning Period (no later than 9 months, June 30, 2022) to fully develop their program plans, as outlined in *Section I. Tribal PREP Project Phases, Phase 1: Needs Assessment, Planning, and Capacity Building*, applications must focus on the following: 1) providing a clear description of the applicant's plan and capacity to conduct a comprehensive needs assessment during Phase 1, and 2) demonstrating the applicant's capacity to implement programming that meets the identified components for the Tribal PREP program, as outlined in *Section I. Program Description, Tribal PREP Program Overview, Tribal PREP Program Design*, during Phase 2 and 3. Capacity may be demonstrated through experience designing and implementing similar programming in content and scope, or through a detailed draft plan for implementation that reflects a thorough awareness and understanding of managing a project of this size and scope.

Phase 1 Activities

Applicants must provide a detailed description of their proposed approach for Phase 1 that demonstrates how they will conduct a comprehensive community needs assessment, develop a plan for program implementation, and build capacity to respond to identified needs.

The description of the Phase 1 approach must include, at a minimum, the following elements:

- A plan for identifying and developing partnerships, including a list of potential partners with accompanying agency descriptions and a list of stakeholders that will be involved in Phase 1 activities.
- Identification of (a) the target population(s) for Phase 1 activities; (b) a description of

the rationale for selecting the target population(s) for inclusion in the needs assessment; (c) the anticipated target population for Phase 2 activities; and (d) a realistic estimate of the overall number of program(s) participants expected to participate in each year of the project, broken out by age groups, and by race and ethnicity.

- A plan and detailed timeline for conducting a comprehensive needs assessment that meets the requirements described in *Section I. Program Description, Tribal PREP Project Phases, Phase 1:Needs Assessment, Planning, and Capacity Building,* for Phase 1, including:
    - A description of the community(ies) to be assessed;
    - A description of the information or data sources currently and readily available to the applicant for conducting the needs assessment;
    - A discussion of the gaps in the currently available information. ACF recognizes that while some data elements will be readily available at the community level, others will be more challenging to collect;
    - A discussion of the applicant's capacity to locate, gather, and assemble the information or data required for the needs assessment, including any expected obstacles to and opportunities for comprehensive, timely, quality data collection; and
    - A list of other needs assessments that are currently being conducted, or have previously been conducted, among the identified target population(s), by federal, state, tribal, local, and/or private entities within the community.

- A process and timeline for developing an implementation plan to respond to the needs identified among the target population(s), including a description of the applicant's anticipated approach to selecting the most effective model(s) to be implemented and a statement that the teen pregnancy prevention model(s) will be implemented with fidelity.
- An anticipated process and timeline for building capacity during Phase 1, including:
    - A description of the applicant's anticipated approach to building relationships and developing formal agreements with partners and stakeholders in order to develop and sustain the successful implementation of a culturally appropriate teen pregnancy prevention program; and
    - A description of the applicant's anticipated approach to hiring staff with relevant experience and expertise who can provide culturally appropriate teen pregnancy prevention services.

- Anticipated technical assistance needs related to conducting the needs assessment, developing the plan for responding to needs, and building capacity to implement this plan.
- A plan for hiring and training necessary staff to begin implementation in Phase II.
- Completing an evaluation design plan and receiving FYSB approval.

Applicants under this FOA are exempt from the statutory requirements to provide certain statistical and other information regarding pregnancy and birth rates (42 U.S.C. 713(a)(1)(C)(ii)).

Recipients must outline plan to ensure staff readiness and the process for, if applicable, and how partners will be involved in performance measure data collection and/or storage and/or

reporting.

Applicants must also complete the "Tribal PREP Assurances" found in *Appendix A*.

Referrals to Healthcare and Other Services

Tribal PREP programs must provide referrals for healthcare and other services, as needs are identified, but may not pay for the services with ACF/FYSB grant funding. As appropriate, programs should provide adolescent pregnancy prevention-related referrals to other providers of healthcare services (e.g., substance abuse, tobacco cessation, family planning, mental health), local public health agencies, and social service agencies. Programs are encouraged to develop partnerships to help facilitate these referrals and must document such referrals. When feasible, programs should track the initiation of service delivery. Tribal PREP programs may only provide education to youth on the requirements provided in this FOA and the statute. (For more information, see *Section IV.6, Funding Restrictions*.)

Describe the range of mechanisms that will be used to deliver services (i.e., school-based programs, clinic-based programs, and/or youth development programs). The description should identify referral resources, include information about how referrals will be made to other services and programs, and how follow-up will take place, when appropriate.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes;
- List of Board of Directors;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.

The applicant must describe their organizational capacity to meet the Tribal PREP requirements as referenced in *Section I. Program Description, Tribal PREP Program Design*, (e.g., providing

AI/AN culturally appropriate teen pregnancy, STI, or HIV/AIDS prevention services).

The applicant should describe the role and responsibilities (e.g., job description) and time commitments for each proposed project staff position, including partners, consultants, subrecipients, and/or subcontractors.

If known at the time of application submission, the applicant must disclose their intent to enter into subaward arrangements in their application. For each proposed subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

Plan for Oversight of Federal Award Funds and Activities

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

In addition, applicants must include a description of how the program intends to address and collect information for the PREP Performance Measures, as referenced in *Section I. Program Description, Tribal PREP Evaluation, PREP Performance Measures.*

Funded Activities Evaluation Plan

Applicants must describe the plan for rigorous evaluation of funded activities. The evaluation must assess activities and progress towards the goals and objectives of the project, and whether the project is having the expected effects and impacts. The evaluation plan must specify expected outcomes and any research questions, as well as how the results of this evaluation will provide greater understanding and improvement of the funded activities. The plan must include a valid and reliable measurement plan, detailed timeline, and sound methodological design. Details regarding the proposed data collection activities, the participants, data management, data integrity, and analyses plans must be described. Applicants must describe any potential obstacles foreseen in implementing the evaluation and how those obstacles will be addressed.

More specifically, applicants must describe the approach to plan for evaluation in the planning period. Applicants must describe the approach to building capacity to engage in local evaluation planning activities. Applicants must clearly describe how the local evaluation will inform and improve current programming at the applicant organization, improve future programming, and expand the evidence base, as designed.

Applicants must describe two to five key evaluation questions that could be investigated related to the proposed program; these evaluation questions must demonstrate the applicant's understanding of evaluation that is feasible and acceptable in tribal contexts.

Applicants must include plans for incorporating input (and, where appropriate, oversight) from tribal organizations and other partner agencies and community partners in the development of local evaluations and throughout the execution. Applicants must provide letters of support from all partner agencies and tribal leadership or community advisory boards, as appropriate for the community.

Applicants must identify the local evaluator or local evaluator organization and include a signed letter of agreement with this local evaluator. Applicants must include curriculum vitae for the leader of the evaluation project (i.e., Principal Investigator or Research Project Director). Applicants must provide documentation of the local evaluator's past experience and current capacity to work collaboratively with tribal communities and ability to establish respectful relationships with tribes and tribal programs during evaluation. For every organization involved, including local evaluator and partners, applicants must include letters of agreement supporting the plan and outlining roles and responsibilities. All curricula vitae, resumes, and letters of agreement must be submitted in the application's Appendices File (see *Section lV.2. Content and Form of Application Submission, Page Limitations and Content for All Submission Formats* for additional information on application submission file placement).

Applicants must identify the IRB they expect to use and must demonstrate a familiarity with that IRB's procedures and review requirements. (Note: IRB requirements may differ for grantees participating in a federal evaluation.)

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model

is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and outcomes.

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Protection of Sensitive and/or Confidential Information

Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2021 and Consolidated Appropriations Act, 2021, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $199,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.
Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must budget the cost for two key staff persons to attend the following meetings/conferences:

- The annual APP Program Grantee Conference; and
- A minimum of one of two topical trainings to be offered each year, in various geographic locations.

Budgeting for Evaluation

The applicant's overall line-item budget and budget justification must also include detailed allocations for the range of required performance measure data and evaluation activities, including the following:

- Collection of evaluation and performance data, including costs of staff training and time needed to collect data;
- Storage of performance and evaluation data, including costs for staff to conduct regular activity such as data entry, quality checks, reliability training for coding, etc.; and
- Monitoring and reporting performance and evaluation data, including costs for staff to analyze data, create and review reports, plan and monitor adjustments.

Local Evaluation Costs

Applicants must allocate a minimum of 15 percent and a maximum of 20 percent of their budget, per year, for a descriptive local evaluation.

Subawards

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s)? participation.

Funds must be used in a manner consistent with program requirements as outlined in this announcement. Allowable administrative functions/costs include the following:

- Usual and recognized overhead, including indirect rates for all consortium organizations that have a federally approved indirect cost rate; and
- Management and oversight of specific project components funded under this program.

General
Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel
Description: Costs of employee salaries and wages. See 45 CFR § 75.430 for more information

on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

Fringe Benefits
Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

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, taxes, etc.

Travel
Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

Justification: For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget justification.

Equipment
Description: "Equipment" means an article of nonexpendable, 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: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of 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. Ancillary charges, such as taxes, duty, protective in-

transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

Supplies
Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

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

Contractual
Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR Subpart 2.1. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualified as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

Other
Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

Justification: Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under this category.

Indirect Charges
Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

   Justification: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

   Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources
Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

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 45 CFR § 75.306.

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by

project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this announcement.

Paperwork Reduction Act Disclaimer
As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
This section provides the application submission and receipt instructions for ACF program

applications. Please read the following instructions carefully and completely.

Electronic Delivery
ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov
Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

***Obtain a DUNS Number*:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

***Register with SAM*:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

***Create a Grants.gov Account*:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

https://www.grants.gov/web/grants/applicants/registration.html

***Authorize Grants.gov Roles*:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov. refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

***Track Role Status*:** To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov
Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

***Create a Workspace*:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

***Complete a Workspace*:** Add participants to the workspace, complete all the required forms, and check for errors before submission.

***Adobe Reader*:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

***Mandatory Fields in Forms*:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

***Complete SF-424 Fields First*:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

***Submit a Workspace*:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

***Track a Workspace*:** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:
https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission
All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can

take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Issues with Federal Systems
For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at www.acf.hhs.gov/sites/default/files/documents/systems_issue_policy_final_0.pdff.

Request an Exemption from Required Electronic Application Submission
To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:
www.acf.hhs.gov/sites/default/files/documents/acf_policy_for_requesting_an_exemption_from_required_electronic_0.pdf

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM, https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the

award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

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

IV.4. Submission Dates and Times

Due Date for Applications: **07/26/2021**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission*

will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission**.** Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Funds under this announcement cannot be used for the following purposes:

- To supplant or replace current public or private funding;
- To supplant ongoing or usual activities of any organization involved in the project; and
- To purchase or improve land; or to purchase, construct, or make permanent improvements to any building.

The Tribal PREP allows funded agencies and organizations to assist the youth in their programs in finding services and to make referrals, but not pay for such health services with Tribal PREP funds.

Tribal PREP programs must set aside a minimum of 15 percent and a maximum of 20 percent of their annual PREP allocation for a local evaluation. (For more information, please see *Section I. Program Description, Tribal PREP Evaluation, Local Evaluation.)*

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6.*

Submission By Mail

FYSB Operations Center c/o F2-Solutions
ATTN: Tribal PREP FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Hand Delivery

FYSB Operations Center c/o F2-Solutions

ATTN: Tribal PREP FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: With the exception of the funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives, Outcomes and Need for Assistance Maximum Points:15

In reviewing the objectives, outcomes, and need for assistance, reviewers will consider the extent to which:

1. The applicant describes a clear need for the proposed project, including (a) relevant teen pregnancy and/or birth data, and (b) a thorough understanding of the characteristics of the tribal jurisdiction and the service needs of the AI/AN population. 0-2 points
2. The applicant (a) clearly identifies the jurisdictions that will be targeted for Phase 1 activities, (b) provides data to support the selection of the jurisdiction(s), and (c) describes, in detail, a reasonable approach for assessing the needs of the selected jurisdiction(s) and target population(s) (see *Section I. Program Description, Tribal PREP Project Phases*). 0-3 points
3. The applicant (a) clearly identifies and justifies the target population(s) to be assessed

during Phase 1 activities, and (b) provides data to support the selection of the target population(s) (see *Section I. Program Description, Tribal PREP Project Phases*). 0-2 points
4. The applicant identifies achievable, realistic objectives and outcomes for the project that align with the overall objectives of PREP (see *Section I. Program Description, Tribal PREP Program Overview, Tribal PREP Goals and Objectives*). 0-4 points
5. The application includes a reasonable estimate of the number of program participants expected to participate in each year of the project, broken down by age groups, race, and ethnicity (see *Section I. Program Description, Tribal PREP Program Overview*). 0-2 points
6. The applicant includes a logic model that demonstrates a sound relationship between planned Phase 1 activities and intended outcomes and outputs for the project (see *Section IV.2. Content and Form of Application Submission, The Project Description, Logic Model*). 0-2 points

Project Timeline, Milestones, Approach, and Project Sustainability Plan	Maximum Points:35

In reviewing the approach, reviewers will consider the extent to which:

1. The applicant provides a clear, detailed, and reasonable process and timeline for conducting a comprehensive needs assessment during Phase 1 of the project, including major milestones and target dates (see *Section I. Program Description, Tribal PREP Project Phases*). 0-4 points
2. The applicant (a) demonstrates a clear understanding of the issues associated with engaging in needs assessment, planning, and capacity-building activities with at-risk communities, including AI/AN communities, and (b) provides strategies to address those challenges. 0-3 points
3. The applicant proposes Phase 1 activities that will assess, from a holistic perspective, the various factors influencing the health behaviors of AI/AN youth in the selected geographic area (see *Section I. Program Description, Tribal PREP Project Phases*). 0-2 points
4. The applicant provides a clear process for assessing the developmental needs of the target population(s) in order to inform the selection and incorporation of at least three APS (see *Section I. Program Description, Tribal PREP Program Overview, Tribal PREP Program Design, Adulthood Preparation Subjects [APS]*. 0-3 points
5. The applicant (a) demonstrates capacity to locate, gather, and assemble the information or data required for the needs assessment, and (b) provides strategies to respond to any expected obstacles for timely, quality data collection (see *Section IV.2. Content and Form of Application Submission, The Project Description, Approach*). 0-3 points
6. The applicant describes a clear and reasonable process and timeline for building organizational capacity to respond to the results of the Phase 1 Needs Assessment (see *Section IV.2. Content and Form of Application Submission, The Project Description, Approach*). 0-3 points
7. The applicant demonstrates capacity to develop an implementation plan that (a) is reasonable, and (b) responds to the needs identified among the target population(s) (see *Section I. Program Description, Post Award Requirements, Implementation Plan*). 0-4

points

8. The applicant describes their anticipated approach to selecting the most effective model(s) to be implemented, including a statement that the teen pregnancy prevention model(s) will be implemented with fidelity. 0-2 points
9. The applicant clearly describes their anticipated approach to building partnerships in order to successfully implement and sustain a culturally appropriate adolescent pregnancy prevention program (see S*ection I. Program Description, Post Award Requirements, Partnerships*). 0-2 points
10. The applicant describes a clear and reasonable process for ensuring that Phase 1 activities will be culturally responsive and appropriate, and accessible and inclusive of youth in the anticipated target population(s), including LGBTQ youth. 0-4 points
11. The applicant describes the mechanisms that will be used to conduct Phase 1 activities (e.g., focus groups, review of existing data sources, stakeholder interviews). The description must include information on identifying referral resources, how referrals will be made to other services and programs, and how follow up will take place to ensure linkage to identified services (see *Section IV.2. Content and Form of Application Submission, The Project Description, Approach*). 0-3 points
12. The applicant demonstrates a clear understanding that the implementation plan that will be submitted to move forward with full program implementation must meet all programmatic requirements outlined in this FOA (see *Section I. Program Description*, and *Section IV.2. Content and Form of Application Submission, The Project Description, Project Sustainability Plan*). 0-2 points

Performance Measurement Maximum Points:10

In reviewing the performance measurement section, reviewers will evaluate the applicant's plan and capacity to manage proper data collection, documentation, and reporting (including internal accountability and plan for monitoring of performance).

For more information on performance measurement, see *Section I. Program Description, Tribal PREP Evaluation, Performance Measurement Data and Evaluation Requirements.*

1. The applicant sufficiently describes comprehensive processes planned or in place to collect performance measures in a uniform, systematic manner while maintaining participant privacy. 0-2 points
2. The applicant's plan is consistent with the scope of the performance measures collection effort. Further, the applicant satisfactorily addresses all components as described in the FOA with regard to staff readiness and the process for whether and how partners will be involved in performance measure data collection and/or storage and/or reporting. 0-2 points
3. The applicant provides sufficient detail about the staffing, training, and resources to monitor and report on all components described in *Section IV.2. Content and Form of Application Submission, The Project Description, Program Performance Evaluation Plan*. 0-2 points
4. The applicant describes a complete process to-date and intended process in the future for consultation with key stakeholders, including community stakeholders, in developing the performance management data collection plan. 0-2 points
5. The applicant indicates tasks that are consistent with the goals of the planning period,

including efforts that will improve the quality of the performance measurement data. 0-2 points

Program Performance Evaluation Plan	Maximum Points:15

In reviewing the Local Evaluation section, reviewers will evaluate the applicant's plan and capacity to conduct a local evaluation in collaboration with an independent local evaluator (and other measures). For more information on local evaluation, see *Section I. Program Description, Tribal PREP Evaluation, Performance Measurement Data and Evaluation Requirements, Local Evaluation*.

1. The applicant proposes a local descriptive evaluation plan that is consistent with all components described in *Section IV.2. Content and Form of Application Submission, The Project Description, Funded Activities Evaluation Plan*. 0-3 points
2. The applicant indicates tasks that are consistent with the goals of the planning period/Phase 1, including efforts that will improve the quality of the local evaluation and their capacity to implement the plan. 0-3 points
3. The applicant's plan clearly describes how the local evaluation will inform and improve Tribal PREP programming, as well as future programming, and expand the evidence base. 0-2 points
4. The applicant addresses all components related to a local evaluator, including a signed letter of agreement with a local evaluator to conduct an independent, local evaluation. The applicant demonstrates that the local evaluator has past experience and current capacity to work collaboratively with tribes and tribal organizations and establish respectful relationships. The letter from the evaluator clearly indicates an understanding of potential federal evaluation and need for IRB oversight. 0-3 points
5. The applicant includes a plan for working with an IRB for approval of the proposed design and processes. The applicant names the specific IRB to which it expects to apply. If applicable, the applicant discusses a plan for securing tribal IRB approval or approval from another tribal oversight entity. 0-2 points
6. The applicant demonstrates that sufficient community input - including input from tribes and tribal organizations - will be incorporated into the local evaluation, consistent with all components described in *Section IV.2. Content and Form of Application Submission, The Project Description, Funded Activities Evaluation Plan*. 0-2 points

Organizational Capacity and Plan for Oversight of Federal Awarded Funds	Maximum Points:18

1. The application clearly describes the experience of the lead entity and any partner organizations in providing AI/AN culturally appropriate teen pregnancy, STI, or HIV/AIDS prevention services. 0-4 points
2. The applicant describes a clear and reasonable plan for hiring staff with relevant experience providing culturally appropriate teen pregnancy prevention programs, with a substantial emphasis on both abstinence and contraception, if such needs are identified in the needs assessment. 0-2 points
3. The applicant clearly demonstrates that the proposed project director and key project staff have sufficient relevant knowledge, experience, and capacity (as demonstrated by

a resume or curriculum vitae) to effectively implement and manage a culturally appropriate AI/AN teen pregnancy prevention project. 0-3 points
4. The application includes a complete organizational chart and a Board of Directors or governance structure list. 0-2 points
5. The applicant describes the role and responsibilities (e.g., job description) and time commitments for each proposed project staff position, including partners, consultants, and/or subcontractors. 0-2 points
6. The applicant includes a partnership agreement for each project entity and clearly describes how the lead entity will effectively manage and coordinate the activities of any partners, subcontractors, and consultants (if applicable). 0-3 points
7. The applicant describes how its fiscal and accounting procedures will ensure prudent use, proper and timely disbursement, and accurate accounting of federal funds received under this FOA. 0-2 points

Budget and Budget Justification Maximum Points:7

In reviewing the Year 1 Budget and Budget Justification, reviewers will consider the extent to which:

1. The applicant includes a budget that details the itemized expenses for Phase 1 Activities and a budget justification that clearly states how each itemized expense will be used (see *Section IV.2 Content and Form of Application Submission, The Project Budget and Budget Justification*). 0-2 points
2. The applicant?s budget for the local evaluation is clearly detailed with costs identified for staffing and subcontract agreements and other direct costs that are consistent with the identified evaluation plan and timeline. 0-1 point
3. The applicant?s budget allocates funding for local evaluation in accordance with the level of federal funds being requested. 0-1 point
4. The applicant?s budget includes funds to support attendance at the grantee conference and topical training. 0-1 point
5. The budget justification is feasible, reasonable, and appropriate for the proposed Phase 1 approach and reflects appropriate costs for staffing, training, and resources to monitor and report. 0-2 points

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or subrecipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Federal Awarding Agency Review of Risk Posed by Applicants
ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval in the objective review process, but not selected for

award, may receive funding if additional funds become available in the current Fiscal Year. For those applications determined as "approved but unfunded," notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions,* if applicable. Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal

Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Please review all HHS regulatory provisions for Termination at 45 CFR § 75.372.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

Equal Treatment for Faith-Based Organizations

The grantee must comply with 45 CFR § Part 87 "Equal Treatment For Faith-Based Organizations," including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, when selecting service providers or subrecipients, it may not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR § 87.3(a).

A faith-based organization that participates in this program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb et seq.), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), the Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar Federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR 87.3 (b), a faith-based organization may not use direct financial assistance from the Department to engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Consistent with 45 CFR 87.3 (d), Such an organization also may not, in

providing services funded by the Department, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

VI.3. Reporting

Performance Progress Reports: Semi-Annually

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Latonia Coryatt
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau
330 C Street, SW
Switzer Building - Rm. 3608A
Washington, DC 20201
Phone: (202) 475-2466
Email: latonia.coryatt@acf.hhs.gov

Office of Grants Management Contact

David Lee
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C Street, SW
Switzer Building - Rm. 3204B
Washington, DC 20201
Phone: (202) 401-5461

Email: David.Lee@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

ACF Property Guidance https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

United States Code (U.S.C.) http://uscode.house.gov/.

PREP Evaluation http://www.acf.hhs.gov/programs/fysb/programs/adolescent-pregnancy-prevention/evaluation

Tribal PREP Fact Sheet http://www.acf.hhs.gov/programs/fysb/resource/tribal-prep-fact-sheet

FYSB APP Program Page https://www.acf.hhs.gov/fysb/programs/adolescent-pregnancy-prevention

FYSB Tribal Grantee Directory https://www.acf.hhs.gov/fysb/tribal-prep-awards-fy2020

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Tribal PREP Assurances	Referenced in *Appendix.*	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-Project/Performance Site Location(s)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.*	Submission is due by the application due date found in the *Overview* and in *Section IV.4.*

(SF-P/PSL)	This form is available in the FOA's forms package at www.Grants.gov.	*Submission Dates and Times.*
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Letters of Support	Referenced in Section IV.2. The Project Description.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Logic Model	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424A - Budget	Referenced in *Section IV.2.*	Submission is due by the application

Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	*Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www .Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Referenced in *Section IV.2. Forms, Assurances, and Certifications*. See http://www .hhs.gov/ ohrp/ assurances/ forms/ index.html for additional information. This form is available in the FOA's forms package at www .Grants.gov	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary	Referenced in *Section IV.2. The*	Submission is due by the application due date found in the *Overview* and in

	Project Description. The Project Summary is limited to one single-spaced page.	*Section IV.4. Submission Dates and Times*.

Appendix

Appendix A

Assurances

Tribal Personal Responsibility Education Program (Tribal PREP) Grants

HHS-2021-ACF-ACYF-AT-1922

All applicants submitting an application under this FOA must sign and submit the following certifications with their application package. The Assurances must be signed and dated by the applicant organization's Authorized Organizational Representative (AOR). Scan the document into PDF format and submit it with the application at www.Grants.gov. See *Section IV.2. Content and Form of Application Submission, Formatting Application Submissions* for more information on submission of this document.

As the Authorized Organizational Representative (AOR) signing this application on behalf of [Insert full, formal name of applicant organization], I hereby attest and certify or assure the following:

1. All medical materials proposed in this application and funded during the project period of this grant are medically accurate and complete, as defined in the FOA.
2. Our organization has complied with all the PREP requirements, including those set forth in this FOA in preparing and submitting the PREP application.
3. Once FYSB receives OMB approval, our organization will submit an Implementation Plan, as outlined in the Grantee Orientation webinar to be held shortly after awards are made, to ACF for approval as a condition of funding for Phase 2 activities.
4. Once FYSB receives OMB approval, our organization and any partners and subcontractors will document, store, and report on performance using the full set of uniform measures to be provided by ACF.
5. Our organization commits to conducting a local evaluation.
6. Once FYSB receives OMB approval, our organization will accept and fully participate in all aspects of the federal evaluation, if selected, and adhere to all evaluation protocols established by ACF and conducted by its designee contractors.

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: _____

Appendix B

Resources for Developing Programs and Logic Models

A potential resource for identifying and creating relevant programs geared toward outcomes is the Centers for Disease Control and Preventions (CDC) 10 Steps to Promoting

Science-Based Approaches (PSBA) to Teen Pregnancy Prevention using Getting To Outcomes (GTO) (see https://www.cdc.gov/TeenPregnancy/PDF/LittlePSBA-GTO.pdf). Although the guide is not specific to AI/AN contexts, it provides a clear 10-step process for assessing the needs of a community, selecting a program, implementing it, and tracking progress.

Another helpful resource is the CDC webpage devoted to Program Evaluation from the Program Performance and Evaluation Office (see https://www.cdc.gov/eval/framework/index.htm). This federal website offers links to many online resources focused on logic model development, including templates and sample documents. These resources are intended to be used as a guide for developing logic models. The specific program examples within are not meant to be examples that meet the criteria for this FOA.

Logic Model Format

A logic model is a diagram that shows the relationship between the program components and activities and desired process and outcome objectives. It is a visual way to present and share understanding of the relationships among the resources available to implement the proposed intervention, the strategies/activities planned for implementation, and the outputs and outcomes expected. The outputs are often expressed as S.M.A.R.T. process objectives. The logic models must detail how inputs (e.g., resources) will be used to fund activities for the achievement of specific process and outcome objectives enumerated and ultimately the achievement of the goal(s) statement.

There are many variations of logic models. The following is one example of many on the construction of logic models. The goal of a logic model is to provide a systematic and visual way to show the connection between program resources, activities, and expected results. Logic models include the following aspects:

1. Challenges faced by the program

- Specific items a program wants to address
- Example: High rates of teen pregnancy among AI/AN youth in a particular community

2. Inputs of the program

- Resources necessary to accomplish goals
- Example: Funding allocated towards a pregnancy prevention program through a grant program or in-kind resources

3. Processes/Activities

- The specific actions supported by the inputs
- Example: Meetings, classes

4. Outputs

- The products of the activities
- Example: The number of students completing a program

5. Outcomes

- Expected changes as a result of the program. These can be divided into immediate, intermediate (e.g., annual), and long-term (e.g., 5-8 years).
- Example: (Annual) Increased consistent condom usage among AI/AN youth in a particular community; (Long-Term) decreased rates of teen pregnancy among AI/AN youth in a particular community.

Other items to consider in logic models include, but are not limited to the following: demographics (e.g., age, race, sex); external factors that may influence the program?s success (e.g., economic situation); the constraints faced by the program (e.g., negotiations with stakeholders, loss of non-federal resources); and the assumptions being made in the adoption of a specific program (e.g., what is believed about the method of intervention that cannot be tested; what is believed about the target population that cannot be tested).