Administration for Children and Families

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

Personal Responsibility Education Program (PREP) Competitive Grants
HHS-2021-ACF-ACYF-AK-1929
Application Due Date: 07/15/2021

Personal Responsibility Education Program (PREP) Competitive Grants
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TABLE OF CONTENTS

Overview
Executive Summary
I. Program Description
II. Federal Award Information
III. Eligibility Information
  1. Eligible Applicants
  2. Cost Sharing or Matching
  3. Other
IV. Application and Submission Information
  1. Address to Request Application Package
  2. Content and Form of Application Submission
  3. Unique Entity Identifier and System for Award Management (SAM)
  4. Submission Dates and Times
  5. Intergovernmental Review
  6. Funding Restrictions
  7. Other Submission Requirements
V. Application Review Information
  1. Criteria
  2. Review and Selection Process
  3. Anticipated Announcement and Federal Award Dates
VI. Federal Award Administration Information
  1. Federal Award Notices
  2. Administrative and National Policy Requirements
  3. Reporting
VII. HHS Awarding Agency Contact(s)
VIII. Other Information

Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Personal Responsibility Education Program (PREP) Competitive Grants
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2021-ACF-ACYF-AK-1929
Primary CFDA Number:	93.092
Due Date for Applications:	**07/15/2021**

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 for Children and Families (ACF), Administration on Children, Youth and Families' (ACYF), Family and Youth Services Bureau (FYSB) announces the availability of funds under the Personal Responsibility Education Program (PREP) Competitive Grants program.

Eligible applicants are limited to local organizations and entities, including faith-based organizations or consortia, with the capacity to develop and implement Competitive PREP projects in the states or territories that did not accept states allocations of PREP funding. Applicants located in and/or proposing to manage a project from an ineligible state cannot propose a project that serves an eligible state. Eligible applicants are organizations or entities, including faith-based organizations or consortia, located in the following states or territories only: Florida, Indiana, Kansas, North Dakota, Texas, Virginia, American Samoa, and Marshall Islands.

The purpose of this program is to support projects that educate youth between 10 and 19 years of age and pregnant and parenting youth under age 21 on abstinence and contraception for the prevention of pregnancy and sexually transmitted infections (STIs), including human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS). Funds will support the implementation of projects that 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. Projects are further required to incorporate at least three of six adulthood preparation subjects.

Applicants should place special emphasis on youth populations that are the most high-risk or

vulnerable for pregnancies or otherwise have special circumstances. These populations include, but are not limited to, the following:

- youth in foster care,
- homeless youth,
- youth with HIV/AIDS,
- youth who are victims of human trafficking,
- pregnant or parenting youth who are under 21 years of age, and
- youth residing in areas with high teen birth rates.

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 (Pub. L. No. 115-123) extended by Division CC, Title III, Section 302 of the Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260).

Description

Background

The PREP program is designed to educate adolescents on abstinence and contraception to prevent pregnancy and STIs, including HIV/AIDS. Projects must incorporate at least three of the following six adulthood preparation subjects: healthy relationships, adolescent development, financial literacy, parent-child communication, educational and career success, and healthy life skills. PREP funding supports programs that incorporate medically accurate approaches while replicating evidence-based programs or elements of programs that have been proven to change behavior.

Current trend data reports that fewer teens are engaged in sex and other risky behaviors. According to the 2019 Youth Risk Behavior Survey, nationwide, 27.4 percent of high school students reported being sexually active [1]. In 2018, U.S. birth rates for persons aged 15 to 17 and 18 to 19 were 7.2 and 32.3 births per 1,000 females, respectively [2]. Over the past decade, there has been a 40 percent decline in the teen birth rate [2]. 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 than in previous years [3]. 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 American Indian/Alaska Native 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 [4]. In 2018, birth rates among non-Hispanic black and Hispanic youth were 26.3 and 26.7 per 1,000 females, respectively. These rates were almost 2 times the 12.1 rate for non-Hispanic white teens [2].

With adolescents aged 15 to 24 accounting for nearly half of the 20 million new cases of STIs each year, there is a critical need for PREP programs to place substantial emphasis on both

abstinence and contraception for the prevention of pregnancy among youth and sexually transmitted infections. While contraceptives, when used consistently and correctly, can reduce the risk of getting pregnant or an STI, equipping youth with skills to avoid sexual initiation is the only 100 percent way to guarantee the prevention of pregnancy and STIs.

Adolescents who are at the greatest risk of STIs and unintended pregnancies are a complex and dynamic group. Thus, a targeted and holistic approach is essential to preventing teen pregnancy and STIs.

COMPETITIVE PREP PROGRAM OVERVIEW

Competitive PREP Goals and Objectives

The overall goal of the Competitive PREP program is to educate adolescents on both abstinence and contraception for the prevention of pregnancy and STIs, including HIV/AIDS. The following are objectives of the Competitive PREP program:

1. Replicate evidence-based effective programs or incorporate elements of effective programs that are proven to change behaviors, including delaying sexual activity, increasing condom and contraceptive use for sexually active youth, or reducing pregnancy among youth;
2. Implement curricula that includes medically accurate information (referenced in peer-reviewed publications by educational, scientific, governmental, or health organizations) and is age-appropriate, culturally appropriate, and inclusive;
3. Promote successful and healthy transition to adulthood through the implementation of at least three of six adulthood preparation subjects; and
4. Target prevention education to youth between the ages of 10 and 19, or pregnant and parenting youth under 21 years of age, who are at high-risk for becoming pregnant or who have special circumstances.

Competitive PREP Program Requirements

Competitive PREP projects must address the following requirements:

1. Abstinence and contraception education
2. Adulthood preparation subjects
3. Evidence-based programs or elements of effective programs
4. Fidelity and adaptations
5. Medically accurate and age and culturally appropriate
6. Referrals to healthcare and other services
7. Target population
8. Positive youth development approach
9. Trauma-informed care
10. Performance measures
11. Local evaluation
12. National evaluation
13. Sustainability

Abstinence and Contraception Education

Programs must include activities to educate youth on both abstinence and contraception and must place "substantial emphasis" on both abstinence and contraception for the prevention of pregnancy and STIs, including HIV/AIDs among youth (42 U.S.C. 713(b)(2)(B)(iv)). Programs should always place the optimal health of each youth at the forefront, with a focus on providing information and building skills to help youth make healthy decisions, avoid unhealthy risk behaviors, and improve their opportunities to thrive.

Adulthood Preparation Subjects

PREP legislation requires programs to combine abstinence and contraceptive education with programming designed to support youth's successful transition to adulthood. Grantees and/or subrecipients must address at least three of the following six adulthood preparation subjects (APSs), as required in the PREP legislation:

1. *Healthy relationships,* 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 should be tailored and developed in appropriate ways to reflect the cultural, linguistic, and regional practices of the target population and the community they serve. For more information on implementing APSs 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.

Evidence-Based Programs or Elements of Effective Programs

The legislation states that PREP programs 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" (42 U.S.C. 713(b)(2)(B)(i)).

Decades of social science research indicates that identifying specific curricula and program models that can be successfully, reliably, and broadly applied across many applications and among diverse audiences and locations is challenging. This body of research has focused on testing whole program models without sufficiently identifying the elements or components of the program model that lead to the desired outcomes. However, recent social science and educational research have explored identifying core components 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.

The U.S. Department of Health and Human Services (HHS) is committed to giving youth information and skills that are solidly based on the scientific literature. Grantees should be careful in selecting programs or models to ensure that they address content requirements while they meet the needs of their target populations. Further, grantees should check with developers in order to clearly identify the essential or core components of the model programs they use. For more information on core components with adolescent pregnancy prevention programs, please reference a brief on the Office of Population Affairs' website at https://opa.hhs.gov/sites/default/files/2020-08/core-components-brief_0.pdf.

Programs must provide data that demonstrates the selected program model or elements of effective programs are effective in youth behavior change. Programs must ensure that the elements selected meet the PREP requirements. These added elements must improve the likelihood that interventions will fit their target populations and have positive impacts on the targeted behaviors. If implementing effective program elements, the discussion must include how the selected curriculum incorporates these elements. In addition, the program should provide a compelling research basis and rationale for lessons that address their selected APS topics.

Programs must demonstrate how their proposed programs meet the requirements to either be evidence-based or incorporate elements of effective programs 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.

Fidelity and Adaptations

Whether intervention designs replicate an entire program or substantially incorporate elements of evidence-based or effective programs, it is an established best practice 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 that program model. Frequently, developers that distribute evidence-based curricula will offer guidance on their core components and address how to ensure fidelity. They may offer checklists or other tools to assist with implementation. Programs must consult with developers to obtain approval for proposed adaptations.

If a grantee incorporates elements of effective programs, they must ensure that the elements selected meet the PREP requirements. These added elements must improve the likelihood that interventions will fit their target populations and have positive impacts on the targeted behaviors.

Medically Accurate and Age and Culturally Appropriate

Medically accurate and complete programs are verified or supported by the weight of research

conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable, or comprised of information that professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete (see 42 U.S.C.713(e)(2)). The program(s) must provide medically accurate and up-to-date contraceptive information. Programs must also provide age-appropriate information and activities, topics, and messages, and teaching methods must be suitable to specific age groups of youth based upon varying capacities of cognitive, emotional, and behavioral development.

Competitive PREP projects must also 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.

Referrals to Healthcare and Other Services

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, and 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. 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.*

Target Population

Competitive PREP efforts are dedicated to the development of comprehensive, culturally appropriate interventions and services that rely on the best available research to inform and guide practice. Grantees must provide PREP programming to youth who are the most high-risk; are vulnerable for pregnancies and sexually transmitted infections, including HIV/AIDS; or have other special circumstances, including youth in foster care, homeless youth, youth with HIV/AIDS, victims of human trafficking, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, and youth residing in areas with relatively high teen birth rates compared to all youth within the state or territory. Youth are defined as those who are 10-19 years old (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)).

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

Positive Youth Development Approach

Competitive PREP programs must include a Positive Youth Development (PYD) approach as part of their programming to help participants build healthy life skills and protective factors that mitigate the impact of past and future negative factors, empower participants to make healthy

decisions, provide tools and resources to prevent pregnancy and STIs, and prevent youth engagement in other risky behaviors. With a PYD approach, programs not only address early sexual activity, but they also address the risk and protective factors in young people's lives that are known to influence sexual activity. The program approach must also include service linkages to local community partners that support the safety and well-being of the target population.

PYD is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths. PYD programs promote a number of outcomes in youth, including social skills, emotional competence, positive relationships with peers and adults, and civic and school engagement. Typical elements of PYD program models include ongoing 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. The program approach should also include service linkages to local community partners that support the safety and well-being of the target population. For more information on PYD, please see "Putting Positive Youth Development into Practice: A Resource Guide (2007)" located at https://rhyclearinghouse.acf.hhs.gov/sites/default/files/PosYthDevel.pdf.

Trauma-Informed Care

Programs are required to address interventions that work with vulnerable youth and should take into account the trauma and mental health needs of many young people who have experienced maltreatment, abuse, or violence. Childhood abuse, neglect, and exposure to other traumatic stressors, known as adverse childhood experiences (ACEs), are common. Exposure to ACEs can lead to a multitude of negative effects on health, well-being, and opportunity, including early initiation of sexual activity and teen pregnancy [6].

For youth with experiences of trauma, this means that program planning should take into account underlying skills, competencies, and attitudes that improve basic functioning across a range of life domains. For example, effective programming that supports mental health, development of coping strategies, and increased protective factors in a youth's life can minimize negative risk-taking behaviors and increase their capacity to thrive. For more information on trauma-informed care, please see the Promising Youth Programs Trauma-Informed Care brief at https://www.acf.hhs.gov/sites/default/files/documents/opre/INCORPORATING%20TRAUMA-INFORMED%20CARE%20IN%20ADOLESCENT%20PREGNANCY%20PREVENTION%20PROGRAMS_0.pdf.

PREP Performance Measures

All grantees and subrecipient(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, Institutional Review Board (IRB) approval, copies of school district approvals) to collect these data. Grantees are responsible for ensuring all subrecipients 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.

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

Programs have the option to propose to conduct grantee-specific evaluations, called "local evaluations," to answer one or more grantee-specific research questions of implementation sites to assess program effectiveness and/or impact. Programs that propose to conduct a local

evaluation must ensure the evaluation addresses the following:

- Answers important questions of interest to the program;
- Includes an appropriate evaluation design; and
- Meets expectations of rigor that ACF provides through a system of technical assistance for those grantees and their local evaluators. Per ACF's Common Framework for Research and Evaluation, research must be credible, consistently implemented, applicable (beyond the grant itself), and neutral: https://www.acf.hhs.gov/sites/default/files/documents/opre/acf_common_framework_for_research_and_evaluation_v02_a.pdf.

Programs may only propose one local evaluation. The research questions must drive the local evaluation, including its design, methods, data, and analyses. Examples of research topics may include the following:

- APSs, e.g., the impact of adding specific skills-based programming related to APSs;
- Populations, e.g., describing the populations of adolescents reached and whether programming addresses the perceived needs of target populations; and
- Adaptations, e.g., determining the differential outcomes or impacts of programming that adheres to standard curricula versus programming with significant adaptions.

Among these and other ACF-approved topics, programs may conduct implementation and/or impact studies on PREP implementation sites. Implementation studies are to document how PREP programs are designed and implemented. Impact studies require an appropriate study design to assess the effectiveness of programming. Programs may propose to conduct an implementation and/or impact local evaluation.

Programs are not required to propose local evaluations, and programs' funding levels will not be affected if programs propose or do not propose to conduct a local evaluation. If the applicant is choosing to conduct a local evaluation, no more than 20 percent of the total budget can be allocated towards conducting the evaluation. Programs should not undertake evaluative activities with PREP funds unless they adhere to overall guidance in this FOA and best practices consistent with technical assistance from ACF.

Any proposed local evaluation should be in addition to the planned delivery of adolescent pregnancy prevention education designed to serve participants and shall not replace programming by the program or its providers. The purpose of these local evaluations is to learn from programs in order to improve their implementation in the future and to rigorously examine the efficacy of curricula with the targeted population.

Local evaluations must be conducted by an independent evaluator, referred to as the "local evaluator." Local evaluators may be universities, research organizations, evaluation consultants, or other institutions with experience in conducting rigorous evaluations. In order to maximize learning from these projects, ACF will provide technical assistance and/or training on evaluation planning, implementation, analysis, reporting, and dissemination to states conducting local evaluations and to their local evaluators. As part of the technical assistance, grantees may also be asked to complete standardized forms and templates describing their evaluation plans and submit evaluation updates. These forms and templates are subject to OMB approval under PRA. ACF will obtain OMB approval prior to requiring states to complete the forms and/or templates. ACF

will review and provide suggestions to programs to improve plans prior to the initiation of local evaluation activities. Improvements may include reconsiderations of evaluation design and funding.

Upon completion of local evaluations, programs may be required to submit a final report to ACF. The final report template is subject to OMB approval under PRA, which ACF will obtain prior to use. Although ACF may provide technical support to programs that propose local evaluations, the programs will ultimately decide what data is to be collected and maintain oversight of the entity conducting the evaluation, as well as the subrecipient(s) that they select to participate in the evaluation. Programs conducting local evaluations are also required to collect the PREP performance measures.

ACF is interested in supporting high quality, well-designed, local evaluations from which programs will learn and expand the evidence base, and will help ACF learn more about what does and does not work at the state level. ACF will work in collaboration with programs to disseminate information about the evaluation findings.

NOTE: 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.

National Evaluation

ACF is engaged in a learning agenda to increase understanding of what works and why for PREP programs. ACF may select projects funded under this FOA to participate in one or more rigorous federal evaluations. All prime recipients and applicable subrecipients will be required to participate, if selected, and must give their written assurance that they will participate. As part of these national evaluation efforts, prime recipients and subrecipients may also be required to complete surveys, standardized forms, and templates. These instruments are subject to OMB approval under the PRA. ACF will obtain OMB approval prior to launching any evaluations.

Project Sustainability Plan

Programs are to develop a sustainability plan that includes their subrecipients and collaborating partners. The plan should detail how the proposed project activities will continue after federal funding ends. Programs are encouraged to have their funded providers develop a plan to sustain key elements of their grant-supported projects (e.g., strategies, or services and interventions) that have been effective in improving practices and outcomes for youth and families.

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:

- Implement the fully functioning project and start serving youth within 90 days following the Notice of Award for grant.
- Formally train facilitators/educators in the program model or elements of the program by professionals who can provide follow-up technical assistance to facilitators.
- Budget the costs of sending two key staff persons to attend the 3-day Adolescent Pregnancy Prevention (APP) Grantee Conference to be tentatively held in Atlanta, Georgia, or through a virtual platform in 2022, annually.

- 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 period in areas such as Washington, DC; Portland, Oregon; and Boston, Massachusetts, or through a virtual platform, annually.
- Participate in a new grantee orientation webinar. The webinar will be held shortly after the official award date.
- Collect and report biannually on all of the OMB- approved federal PREP performance measures (prime recipient, partners, and subrecipients).
- Agree to participate in the national evaluation, if selected.
- For those conducting local evaluations, participate in training and technical assistance provided by the government and follow related guidance provided by FYSB.
- Participate in a medical accuracy review of selected curricula sponsored by FYSB.

Glossary of Terms

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

Activities – All the actions needed to prepare for and carry out the program. This includes program and financial management, intervention activities, training activities, and staff debriefings.

Adaptation – The modification of an evidence-based 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.

Capacity – The resources (i.e., staff, skills, facilities, finances, technology, partnerships capabilities, and other resources) an organization has to implement a program.

Core Components – Program characteristics that must be kept intact when an intervention is being replicated or adapted 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.

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

Evidence-based – Interventions, strategies, approaches, and/or program models that have been evaluated using rigorous impact evaluation designs such as randomized controlled trials or high-quality, quasi-experimental studies, and that have demonstrated positive impacts for youth, families, and communities.

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 that is essential for the program's effectiveness.

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 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 recognize as accurate, objective, and complete.

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

Objectives – The specific changes expected as a result of the program.

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 through a MOU.

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

Work Plan – A written list of all of a program's activities, broken down by resources, personnel, delivery dates, and accomplishments.

Youth – Youth is defined as someone who has "attained age 10 but has not attained age 20" (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)).

References

[1] Leigh E. Szucs, PhD; Richard Lowry, MD; Amy M. Fasula, PhD; Sanjana Pampati, MPH; Casey E. Copen, PhD5; Khaleel S. Hussaini, PhD3; Rachel E. Kachur, MPH5; Emilia H. Koumans, MD3; Riley J. Steiner, PhD. Condom and Contraceptive Use Among Sexually Active High School Students — Youth Risk Behavior Survey, United States; 2019. https://www.cdc.gov/healthyyouth/data/yrbs/pdf/2019/su6901-H.pdf

[2] Martin J, Hamilton B, Osterman M, Driscoll A. (2019) Births: final data for 2018. Hyattsville, MD: National Center for Health Statistics; 2019. https://www.cdc.gov/nchs/data/nvsr/nvsr68/nvsr68_13-508.pdf

[3] Lindberg LD, Santelli JS, Desai, S. Understanding the Decline in Adolescent Fertility in the United States, 2007–2012. J Adolescent Health. 2016: 1-7

[4] Centers for Disease Control and Prevention Morbidity and Mortality Weekly Report: Youth Risk Behavior Surveillance, (2019) http://www.cdc.gov/HealthyYouth/sexualbehaviors/

[5] Centers for Disease Control and Prevention: Adverse Childhood Experiences (ACE) Study, Major Findings. http://www.cdc.gov/ace/findings.htm

II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	$21,000,000
Expected Number of Awards:	30
Award Ceiling:	$700,000 Per Budget Period
Award Floor:	$250,000 Per Budget Period
Average Projected Award Amount:	$475,000 Per Budget Period
Anticipated Project Start Date:	09/30/2021

Length of Project Periods:

Length of Project Period:	36-month project period with three 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 must provide a budget for Year 1 of the project. This chart establishes award floors and ceilings by state or territory. Based on the availability of funds, multiple awards may be made in each state or territory.

State/Territory	Annual Award Floor	Annual Award Ceiling
Florida	$250,000	$700,000
Indiana	$250,000	$450,000
Kansas	$250,000	$494,747
North Dakota	$250,000	$250,000

Texas	$250,000	$700,000
Virginia	$250,000	$700,000
American Samoa	$250,000	$250,000
Marshall Islands	$250,000	$250,000

Applicants that propose to serve more than one territory through a consortium are allowed to submit a Year 1 budget based upon the cumulative annual award floors and ceilings for each of the territories to be served.

Non-competing continuation awards will be offered for the second and third budget periods of the project based on the availability of funds, satisfactory progress of the grantee, and review and approval of the continuation application. 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 Competitive PREP FOA and statute, if satisfactory progress is being made. FYSB will factor in the grantees 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: 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.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants are limited to local organizations and entities or consortia in the following states and territories: Florida, Indiana, Kansas, North Dakota, Texas, Virginia, American Samoa, and Marshall Islands. Applicants serving an emerging, unserved, or underserved population, or remote geographic area, are encouraged to apply for funding under this FOA. Collaborative efforts and interdisciplinary approaches are encouraged.

The following types of organization are eligible to apply:

- County governments
- City or township governments
- Special district governments
- Independent school districts
- Local and regional school districts
- Public and state controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments)
- Public housing authorities/Indian housing authorities

- Nonprofits having 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501 (c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Local affiliates of national organizations
- Small businesses
- 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 collaborative groups (consortia) must identify a primary applicant responsible for administering the grant. A primary applicant must be named in the application, and the application must include a MOU for each partnering organization. The primary applicant must be local to the eligible state. Collaborative groups (consortia) may propose to serve one, or more than one, eligible territory. Collaborative groups (consortia) proposing to serve an eligible state must serve only one state.

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.
See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

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.**

Additional Disqualification Factors

Applications received from organizations located in ineligible states or territories will be disqualified from objective review and from award under this announcement.

Applicants located in an ineligible state but proposing a project that serves an eligible state will be disqualified from objective review and from award under this announcement.

In the case of collaborative groups (consortia) applying to serve an eligible state, applications from organizations that are not local to the eligible state will be disqualified from objective review and from award under this announcement.

In the case of collaborative groups (consortia) applying to serve an eligible territory or a number of eligible territories, applications from organizations that are not local to the eligible territories will be disqualified from objective review and from award under this announcement.

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

Christine Zakhour
Family and Youth Services Bureau
c/o F2-Solutions
Attn: Competitive PREP FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774
Phone: 1-855-792-6551
Email: TechAssist@FYSB.net
URL: https://www.grants.gov/

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:

Project Description - The project description is limited to **70 pages** and must include the following:

1. Table of Contents
2. Project Summary/Abstract
3. Objectives and Need for Assistance
4. Expected Outcomes
5. Approach
6. Project Timeline and Milestones
7. Program Performance Evaluation Plan
8. Organizational Capacity (e.g., resumes, job descriptions, organizational charts)
9. Logic Model
10. Line-Item Budget and Budget Justification
11. Plan for Oversight of Federal Awards
12. Project Sustainability Plan

Appendices - The suggested page length for appendices is **30 pages** and must include the following:

1. Third-party agreements/MOUs
2. Letter(s) of Support
3. Proof of Legal Status (if applicable)
4. Indirect Cost Rate Letter (if applicable)

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
Required PREP Assurances	Print and sign the assurances and submit it as an attachment to the application.	Required for all applications. The format is available in the *Appendix* section of this announcement.
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-424 - Application for Federal Assistance	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.

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.
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 of a grant.	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 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.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all 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.	Submission of the certification is required for all applicants.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.

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.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

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.

An objective is a statement that defines a measurable result the program expects to accomplish. All proposed objectives should be specific, measurable, achievable, realistic, and time-framed (S.M.A.R.T.), as follows:

- Specific: An objective is to specify one major result directly related to the program goal, and state who is going to be doing what, to whom, by how much, and in what time-frame. It must specify what will be accomplished and how the accomplishment will be measured.
- Measurable: An objective must be able to describe in realistic terms the expected results and specify how such results will be measured.
- Achievable: The accomplishment specified in the objective must be achievable within the proposed timeline and as a direct result of the program activities.
- Realistic: The objective must be reasonable in nature. The specified outcomes (i.e., expected results) must be described in realistic terms.
- Time-framed: An outcome objective must specify a target date or time frame for its accomplishments.

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.

The description of the proposed project must include, at a minimum, but is not limited to, the following elements:

- Identify the target population and describe the rationale for selecting the target population, as well as a clear justification for the estimate of the overall number of program(s) participants expected to participate in each year of the project. Applicants must include a description of the types of participants by age groups or grades, race, ethnicity, and other descriptive factors.
- Provide a rationale for choosing the evidence-based or effective model proposed for replication or substantially incorporate elements of effective programs that have been proven on the basis of rigorous scientific research. Cite data that demonstrates evidence of effectiveness of the program proposed.
- Describe how the project will emphasize both abstinence and contraception for the prevention of pregnancy and STIs, including HIV.
- Provide a plan for how the intervention will be implemented with fidelity to include consistent fidelity monitoring of program implementation.
- If applicable, describe any proposed adaptations and the rationale for the adaptations. Include an explanation of why the adaptations do not unduly alter the core components of the evidence-based program model or elements of those models.
- Identify at least three of the six APSs that will be incorporated into the program and the plan for incorporation of the selected APSs as addressed in *Section I. Program Description, Competitive PREP Program Requirements, Adulthood Preparation Subjects.*
- 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.
- Describe how the project will be trauma-informed and will ensure all curricula, services, and materials are medically accurate, culturally and age-appropriate, and voluntary.
- Describe how the project will include a PYD approach as part of the programming.
- Identify the methods utilized that will ensure that facilitators/educators who will deliver the program(s) have been or will be formally trained in the program model or elements of the program model by professionals who can provide follow-up technical assistance to facilitators/educators.
- Provide a detailed, thorough, and realistic description of the recruitment and retention plan for the target population. The approach described must be specific for the target population, service delivery location, and implementation setting.
- Provide a detailed, thorough, and realistic description of the recruitment, retention, professional development training, and technical assistance plan for facilitators/educators throughout the project period.
- Provide a detailed description of the organizational executive leadership and the existing staffing structure or a proposed staffing plan that will support full program

implementation within 90 days of grant award. The applicant must provide a succinct plan to monitor the effective management and coordination of activities by any partners, contractors and subcontractors, and consultants, if applicable.

Applicants that plan to conduct a local evaluation must describe a plan to implement the evaluation in the project period. The plan must include the following:

1. Proposed research questions;
2. Plan for rigorous evaluation design;
3. Plan to procure an independent evaluator (including the types of experience of the independent evaluator and proposed evaluation infrastructure); and
4. Plan for data collection and reporting on OMB-cleared program performance measures.

Local evaluation plans should be described clearly with an understanding that modifications may be required after an evaluator is officially hired and/or federal government-sponsored technical assistance is provided. Applicants must describe the use of viable methods to determine if the project outcomes were achieved. All applicants must clearly state their assurance/agreement that the applicant organization and any subrecipients will participate, if selected for the national evaluation(s).

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;
- Curricula Vitae (CV);
- List of Board of Directors;
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- 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.
- Job descriptions for each vacant key position.

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.

All grantees and subrecipient(s) will be required to monitor and report on program implementation and outcomes through a common set of performance measures. Applicants must describe a plan for collecting, reporting, and utilizing performance measures data. The plan must include a description of how data will be collected, managed, and secured in a way that affords accurate and timely reporting to ACF and the protection of participants' information. The plan must also describe how the data will be used to inform ongoing program activities and the program's progress on attaining the goals of the proposed program. Applicants must affirm

their commitment to collecting performance measurement data.

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.

Collaboration/consortia applicants must provide letters of commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

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.

If an applicant is choosing to conduct a local evaluation, describe the amount of funding that will be allocated towards conducting research and evaluation within the allowable amount (20 percent of the total budget).

Section I. Program Description, Post Award Requirements lists items that the applicant should include as part of the budget (i.e., the cost of sending staff to the annual conference and topical training(s) and any costs related to the collection of the PREP Performance Measures).

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: **07/15/2021**

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 provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 https://obamawhitehouse.archives.gov/omb/grants_spoc. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject 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.

PREP allows funded agencies and organizations to assist the youth in their programs in finding services and making referrals, but such healthcare and other services may not be paid for with PREP funds.

PREP programs that opt to conduct a local evaluation are allowed to set aside a maximum of 20 percent of their annual PREP allocation for evaluation activities. For more information, please see *Section I. Program Description, Competitive PREP Program Requirements, Local Evaluation*.

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.

The following restrictions from title V of the Social Security Act apply:

Section 513(d)(2) provides that the following provisions of title V of the Social Security Act shall apply to allotments and grants made under section 513 to the same extent and in the same manner as such provisions apply to allotments made under section 502(c) of the Social Security Act (42 U.S.C. 702(c)):

- Section 504(b)(6) of this title (relating to prohibition on payments to excluded individuals and entities). (42 U.S.C. 704(b)(6))
- Section 504(c) of this title (relating to the use of funds for the purchase of technical assistance). (42 U.S.C. 704(c))
- Section 504(d) of this title (relating to a limitation on administrative expenditures). (42 U.S.C. 704(d))
- Section 506 of this title (relating to reports and audits). (42 U.S.C. 706, but only to the extent determined by the Secretary to be appropriate for grants made under this section.)
- Section 507 of this title (relating to penalties for false statements). (42 U.S.C. 707)
- Section 508 of this title (relating to nondiscrimination). (42 U.S.C. 708)

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

Family and Youth Services Bureau
c/o F2-Solutions
Attn: Competitive PREP FOA
1401 Mercantile Lane
Suite 410
Largo, MD 20774

Hand Delivery

Family and Youth Services Bureau
c/o F2-Solutions
Attn: Competitive 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:20

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

1. The applicant (a) describes a clear need for the proposed project; (b) documents relevant teen pregnancy and/or birth data and STI rates; and (c) provides a clear plan for how the project will address those needs. (0-5 points)
2. The applicant provides a description of the objectives of the project that align with the overall goal and objectives of PREP (see *Section I. Program Description, Competitive PREP Program Overview, Competitive PREP Goals and Objectives)*. (0-6 points)
3. The applicant (a) defines the geographic area(s) to be served by the project; (b) identifies the jurisdictions that will be targeted; (c) and provides data to support the selection of service area(s). (0-3 points)
4. The application demonstrates a thorough understanding of the needs of the target population and presents a clear justification of the estimate of the number of program participants in each year of the project. The estimate includes the following: (a) target number; (b) age groups or grades; and (c) race and/or ethnicity (see *Section I. Program Description, Competitive PREP Program Requirements, Target Population*). (0-4 points)
5. The applicant includes a well-defined logic model that demonstrates a reasonable relationship between planned project activities and intended outcomes and outputs (see *Section IV.2. Logic Model*). (0-2 points)

Project Timeline, Milestones, Approach, and Project Sustainability Plan	Maximum Points:40

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

1. The applicant provides a clear, detailed process with a timeline for conducting the proposed activities, including the following: (a) major milestones; (b) target dates; and (c) if a local evaluation is proposed (optional), a timeline that is sufficient and includes time for planning, implementation, analysis, and reporting and dissemination activities as indicated in *Section I. Post Award Requirements*. (0-3 points)
2. The applicant describes in detail, relative to the PREP requirements, the following: (a) the rationale for choosing the selected curriculum that includes data demonstrating that the selected program model or elements of effective programs are effective in youth behavior change; (b) how they will ensure that the proposed project will be implemented with fidelity; and (c) the plan to implement an evidence-based approach integrating research findings with practical implementation that aligns with the needs and desired outcomes for the intended audience (see *Section I. Program Description, Competitive PREP Program Requirements, Evidence-Based Programs or Elements of Effective Programs*). (0-4 points)
3. The applicant provides information on how the proposed program services and materials align with the needs and desired outcomes for the intended audience. The applicant provides information that services to the youth are voluntary and inclusive of

vulnerable youth. (0-3 points)

4. The applicant demonstrates that the proposed project places substantial emphasis on both abstinence and contraception for the prevention of pregnancy and STIs, including HIV. (0-4 points)
5. The applicant (a) clearly identifies and provides a rationale for the selection of at least three adulthood preparation subjects, and (b) provides a plan for the incorporation of APSs in the proposed program (see *Section I. Program Description, Competitive PREP Program Requirements, Adulthood Preparation Subjects*). (0-4 points)
6. The applicant describes how the proposed project will be implemented with fidelity, and if adaptations are planned, a clear rationale for the proposed adaptations (see *Section I. Program Description, Competitive PREP Program Requirements*). (0-2 points)
7. The applicant provides detailed information with appropriate rationales for how the proposed program services and materials will be (a) medically accurate; (b) age appropriate; (c) culturally responsive; and (d) linguistically appropriate. (0-4 points)
8. The applicant describes a plan for incorporating a positive youth development approach that (a) targets risk and protective factors in the lives of youth, and (b) addresses the trauma needs of participants (see *Section I. Program Description, Competitive PREP Program Requirements, Positive Youth Development Approach and Trauma-Informed Care*). (0-2 points)
9. The applicant clearly describes the mechanisms that will be used to deliver services (i.e., school-based programs, community-based programs, youth development programs, etc.). 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. (0-3 points)
10. The applicant provides a detailed, thorough, and realistic description of the recruitment and retention plan for participants. The approach described must be specific for the target population, service delivery location, and implementation setting. (0-3 points)
11. The applicant (a) describes a plan for ensuring that facilitators/educators who will deliver the program(s) have been or will be formally trained in the program model(s) by professionals; (b) guarantees follow-up technical assistance to facilitators/educators will be provided; and (c) provides a detailed, thorough, and realistic description of the recruitment, retention, and training and technical assistance plan for facilitator/educators throughout the project period. (0-4 points)
12. If the applicant is proposing to conduct a local evaluation, the plan is detailed and realistic considering the short project period, including a description of proposed research questions, the rigorous evaluation design, how an independent evaluator will be procured, including the types of experience of the independent evaluator and proposed evaluation infrastructure (see *Section I. Competitive PREP Post Award Requirements/Assurances, Local Evaluation*). (0-2 points)
13. The applicant provides a well-developed plan for sustainability that details how the proposed project will create self-sufficiency to ensure that the project will continue after federal assistance has ended (see *Section IV.2. Content and Form of Application Submission, Project Sustainability Plan*). (0-2 points)

Program Performance Evaluation Plan	Maximum Points:10

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

1. The applicant agrees to collect and report on all OMB-approved PREP performance measures as referenced in *Section II. Competitive PREP Post Award Requirements/Assurances, PREP Performance Measures*, and provides a detailed plan to collect and submit the measures to FYSB. The applicant agrees to participate in the national evaluation if selected. (0-4 points)
2. The applicant clearly describes the use of viable methods to determine if the project outcomes are being achieved, as referenced in *Section IV.2. Program Description, Expected Outcomes*. (0-3 points)
3. The applicant describes how the data collected will be used to engage in continuous quality improvement of the PREP program. (0-3 points)

Organizational Capacity and Plan for Oversight of Federal Awarded Funds	Maximum Points:25

In reviewing the organizational profile, reviewers will consider the extent to which:

1. The applicant clearly describes relevant experience and expertise of the organization and any partner organizations in providing education to youth on abstinence and contraception for the prevention of pregnancy, STIs, or HIV. (0-5 points)
2. The applicant provides a detailed description of the organizational executive leadership and staffing structure that will support full program implementation within 90 days of grant award. (0-4 points)
3. The applicant describes how the proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (as demonstrated by a resume or curriculum vitae) to implement and manage a PREP project effectively. (0-4 points)
4. The applicant includes a complete organizational chart and a Board of Directors or governance structure list that shows that the organization has the capacity to successfully manage a PREP project. (0-2 points)
5. The applicant describes (a) the role and responsibilities (e.g., job description) and (b) time commitments for each proposed project staff position, including partners, consultants, and/or subrecipients. (0-4 points)
6. The applicant (a) describes how the effective management and coordination of activities by any partners, subcontractors, contractors, and subrecipients, and consultants (if applicable) will be ensured, and (b) includes a letter of commitment or MOUs for each partner. (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. (0-3 points)

Budget and Budget Justification	Maximum Points:5

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. The applicant's proposed line-item budget and the budget narrative include a detailed budget justification of project costs and demonstrates how cost estimates were derived.

Calculations include estimation of methods, quantities, and cost units. The budget is feasible, logical, and aligned with the requirement of the FOA. For applicants that propose to conduct a local evaluation, the allocation for the evaluation is not more than 20 percent of the budget. (0-3 points)

2. The applicant identifies costs in the budget to support attendance at the APP Program Grantee Conference and topical training sessions. (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.
Applications received from organizations located in ineligible states or territories will be disqualified from objective review and from award under this announcement.

Applicants located in an ineligible state, but proposing a project that serves an eligible state, will be disqualified from objective review and from award under this announcement.

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
PREP Performance Measures: Semi-Annually

All grantees are required to collect and report semi-annually on the OMB-approved PREP Performance Measures. Please see *Section II. Competitive PREP Post Award*

Requirements/Assurances, PREP Performance Measures for additional information.

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Christine Zakhour
Department of Health and Human Services
Administration for Children and Families
Family and Youth Services Bureau
330 C Street, S.W.
Washington, DC 20201
Phone: (202) 205-9561
Email: christine.zakhour@acf.hhs.gov

Office of Grants Management Contact

Manolo Salgueiro
Department of Health and Human Services
Administration for Children and Families
330 C Street, S.W.
Washington, DC 20201
Phone: (202) 690-5811
Email: manolo.salgueiro@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/.

Adolescent Pregnancy Prevention Program https://www.acf.hhs.gov/fysb/adolescent-pregnancy-prevention

Application Checklist

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

What to Submit	Where Found	When to Submit
Required PREP Assurances	Format is available in the *Appendices* section of this announcement.	Submission is required for all applicants by the application due date. Print and sign the assurances format and submit it as an attachment to the application.
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*.
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.
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.*
SF-424 Key Contact	Referenced in *Section IV.2. Required Forms,*	Submission is due with the

Form	*Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. 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.	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-Project/Performance Site Location(s) (SF-P/PSL)	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 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.
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*.
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.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 at https://obamawhitehouse.archives.gov/omb/grants_spoc as indicated in *Section IV.5. Intergovernmental Review* of this announcement.	Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.
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*.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status

		should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

Appendix

ASSURANCES

Competitive Personal Responsibility Education Program (Competitive PREP)

HHS-2021-ACF-ACYF-AK-1929

All applicants submitting an application under this funding opportunity announcement must sign and submit the following certifications with their application package. Print the document. The Assurance 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. Formatting 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 that:

(1) All medical materials proposed in this application and funded during the project period of this grant are medically accurate.

(2) Our organization has complied with all the PREP requirements as outlined in this FOA in preparing and submitting the Competitive PREP application.

(3) Our organization and any partners and subrecipients will collect and report the full set of OMB-approved PREP Performance Measures.

(4) Expenditure of non-federal funds for activities, programs, or initiatives for which amounts

from allotments and grants under this subsection may be expended is equal to or greater than the amount they expended for such programs or initiatives for fiscal year 2021, as outlined in section 513(a)(5) of the Social Security Act, which provides that no payment shall be made to a State from the allotment determined for the State under this subsection or to a local organization or entity awarded a grant under paragraph (4), if the expenditure of non-federal funds by the State, organization, or entity for activities, programs, or initiatives for which amounts from allotments and grants under this subsection may be expended is less than the amount expended by the State, organization, or entity for such programs or initiatives for fiscal year 2021 (42 U.S.C.713(a)(5)).

(5) If selected, our organization and any partners and subrecipients agree to participate in a rigorous federal evaluation.

(6) Staff, while carrying out programs supported by this project, will not discriminate on the basis of sexual orientation or gender identity.

(7) Our organization and all partners and subrecipients:

- Have in place or will have in place, within 30 days of grant award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin;
- Will enforce these policies;
- Will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying in all forms, and;
- Have or will have, within 30 days of grant award, a plan to monitor claims, address them seriously, and document their corrective action(s).

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: