**Administration for Children and Families**

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

Title V Competitive Sexual Risk Avoidance Education
HHS-2021-ACF-ACYF-TS-1925
Application Due Date: 07/15/2021

Title V Competitive Sexual Risk Avoidance Education
HHS-2021-ACF-ACYF-TS-1925
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**Department of Health & Human Services**
**Administration for Children and Families**

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| **Funding Opportunity Title:** | Title V Competitive Sexual Risk Avoidance Education |
| **Announcement Type:** | Initial |
| **Funding Opportunity Number:** | HHS-2021-ACF-ACYF-TS-1925 |
| **Primary CFDA Number:** | 93.787 |
| **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.

This FOA includes the following entities as eligible applicants:

- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and state-controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the Internal Revenue Service (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
- Small businesses

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 Title V Competitive Sexual Risk Avoidance Education (SRAE) Program.

The purpose of the Title V Competitive SRAE Program is to fund projects to implement

education exclusively on sexual risk avoidance that teaches youth participants to voluntarily refrain from non-marital sexual activity. Eligible applicants are expected to submit plans for the implementation of sexual risk avoidance education that normalizes the optimal health behavior of avoiding non-marital sexual activity.

Eligible applicants are limited to local organizations and entities or consortia with the capacity to develop and implement Title V Competitive SRAE projects in states and territories that did not accept Title V State SRAE funding. Applicants located in and/or proposing to manage a project from an ineligible state cannot propose a project that serves an eligible state. Funds are not available for award in Delaware, Kansas, North Dakota, Wyoming, American Samoa, and the U.S. Virgin Islands as FY2021 allocations will be used to fund the second year of the two-year project of competitive grants awarded in FY2020. Eligible applicants are organizations and entities, including faith-based organizations or consortia, in the following states and territories: Alaska, California, Connecticut, District of Columbia, Hawaii, Illinois, Maine, New Hampshire, Rhode Island, Vermont, Washington, Guam, Marshall Islands, Northern Mariana Islands, and Palau.

## I. Program Description

### Statutory Authority

The Title V SRAE Program is authorized and funded by section 510 of the Social Security Act (42 U.S.C. 710), as amended by section 50502 of the Bipartisan Budget Act of 2018 (Public Law No. 115-123) and extended by division CC, title III, sections 303 of the Consolidated Appropriations Act, 2021 (Public Law No. 116-260).

### Description

### Background

Congress amended section 510 of the Social Security Act (42 U.S.C.710) in fiscal year (FY) 2018 to enable states, territories, or other entities to implement education exclusively on sexual risk avoidance. Title V Competitive SRAE supports funding to organizations in states that did not accept Title V State SRAE allocations to provide education to youth that normalizes the optimal health behavior of avoiding non-marital sexual activity. The program is designed to teach youth the holistic and individual societal benefits associated with personal responsibility; self-regulation; goal setting; healthy decision-making; a focus on future goals; and how other youth risk behaviors, such as drug and alcohol usage, increase the risk for teen sex.

According to the Centers for Disease Control and Prevention (CDC), the proportion of high school students who had engaged in sexual intercourse decreased significantly, overall and among ninth and tenth grade students; non-Hispanic Black students in all grades; and Hispanic students in ninth, tenth, and eleventh grades [2]. This trend supports the expansion of sexual risk avoidance education and demonstrates the broad appeal for the Sexual Risk Avoidance (SRA) message.

While trend data report that fewer teens are currently engaged in risky behaviors, there is a need for intentional efforts to teach sexual delay until marriage as normative behavior. In 2019, the birth rate for youth ages 15-19 reached a low of 16.6 births per 1,000 women, which decreased 5 percent from 2018 [3]. Additionally, the birth rate for teenagers declined for both younger

(aged 15–17) and older (aged 18–19) teenagers 7.92 and 32.3 births per 1,000 women, respectively [3]. Although there has been a significant decline in the teen birth rate for all groups, disparities still exist. The latest CDC data indicate that young people ages 15 to 24 account for half of new sexually transmitted diseases (STDs) reported annually [4]. Adolescents who are at 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 other risk behaviors.

## SRAE Program Overview

### Title V Competitive SRAE Goal and Objectives

The goal of the Title V Competitive SRAE Program is to provide messages to youth that normalize the optimal health behavior of avoiding non-marital sexual activity and other risky behaviors that increase the risk for teen sex. The following objectives of the Title V Competitive SRAE Program are to:

1. Implement curricula that includes medically accurate information, based on adolescent learning and developmental theories for the age group receiving the education.
2. Implement SRAE curricula and strategies that are culturally appropriate, recognizing the experiences of youth from diverse communities, backgrounds, and experiences.
3. Teach risk avoidance skills through methods that do not normalize teen sexual activity.
4. Target services to youth ages 10 to 19.

### SRAE Program Requirements

ACF requires applicants to review evidence-based approaches to determine whether the interventions can be adapted, subject to copyright restrictions, implemented with fidelity, and adhere to the core curriculum components to meet the requirements of programs designed for this grant. The selected interventions must be promising practices or have evidence of effectiveness with the target populations and adhere to the following requirements:

- Interventions and/or strategies selected must be medically accurate and complete; age-appropriate with regard to the developmental stage of the intended audience; and culturally appropriate, recognizing the experiences of youth from diverse communities, backgrounds, and experiences.
- SRA education must ensure that the unambiguous and primary emphasis and context for each topic described below is a message to youth that normalizes the optimal health behavior of delaying sexual activity until marriage.

In accordance with Title V Competitive SRAE legislation, interventions must address each of the following topics:

1. The holistic, individual, and societal benefits associated with personal responsibility, self- regulation, goal setting, healthy decision-making, and a focus on the future.
2. The advantage of refraining from non-marital sexual activity to improve the future prospects, and physical and emotional health of youth.
3. The increased likelihood of avoiding poverty when youth attain self-sufficiency and emotional maturity before engaging in sexual activity.

4. The foundational components of healthy relationships and their impact on the formation of healthy marriages and safe and stable families.
5. How other youth risk behaviors, such as drug and alcohol usage, increase the risk for teen sex.
6. How to resist and avoid, and receive help regarding sexual coercion and dating violence, recognizing that, even with consent, teen sex remains a youth-risk behavior.

**SRAE Program Overview and Design**

ACF is interested in supporting high-quality, well designed programs that include the following:

1. Goals and logic model(s)
2. Medically accurate materials and culturally and age appropriate approaches
3. Evidence-informed interventions and strategies
4. Positive youth development approach
5. Target population to be served
6. Referrals to community resources
7. Local evaluation (optional)
8. National evaluation\
9. Performance measures
10. Sustainability plan

**Goals and Logic Model(s)**

Applicants will be required to submit the goal(s) and a logic model for the proposed programs. Logic models demonstrate how the process (specified inputs, activities, and outputs) will lead to the outcomes enumerated and, ultimately, the achievement of the goal(s). Where possible, applicants should specify short-term (short-range/ intermediary) and long-term (durable/ persisting) goals and provide the following:

- Up to six outcomes that clearly state expected results or benefits of the intervention proposed and link with the goal(s).
- A logic model demonstrating how proposed inputs and activities will lead to outputs and outcomes and, ultimately, the achievement of the goal(s).
- Proposed outcomes that are specific, measurable, achievable, realistic, and time-framed (S-M-A-R-T).

**Medically Accurate Materials and Culturally and Age-Appropriate Approach**

Title V Competitive SRAE projects must provide information that is medically accurate and complete. Medical information must be verified or supported by the weight of research. The research must be conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable, or comprised of information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete. Program materials, such as texts, supplements, workbooks, videos, flyers, handouts, posters, and flash cards, should be reviewed, in comparison to current medical statements of fact and in accordance with the most up-to-date scientifically supported information.

For applicants that provide information on contraception, the information must be medically accurate, complete, and ensure that students understand that contraception offers physical risk reduction, but not risk elimination; and the education cannot include demonstrations, simulations, or distribution of contraceptive devices.

Title V Competitive SRAE projects must use culturally appropriate interventions that incorporate the norms, beliefs, and values of the target population into programming. [5] The proposed project should demonstrate cultural competence in providing socially, linguistically, and culturally appropriate interventions with the target population.

Title V Competitive SRAE projects must provide age-appropriate information and activities. The topics, messages, and teaching methods implemented by the project must be consistent with the developmental and social maturity of the program participants and emphasize sexual delay until marriage as normative behavior.

Prime recipients will be required to take appropriate action to correct any inaccurate or age-inappropriate information discovered by ACF during the grant project period.

**Evidence-Based or Evidence-Informed Strategies**

Prime recipients are not required to choose from a prescribed list, as there is no mandated list of curricula required by FYSB for Title V Competitive SRAE. Title V Competitive SRAE prime recipients should make this fact clear to all sub-recipient(s) or potential sub-recipient(s). All curricula used by funded prime recipients, as well as their sub-recipient(s), must be compliant with the Title V State SRAE statute (https://www.ssa.gov/OP_Home/ssact/title05/0510.htm) and use an evidence-informed approach and/or effective strategies to educate youth on how to avoid risks that could lead to non-marital sexual activity.

To ensure effective programming, the SRAE Program must address the six required topics outlined in Section 1 ("Program Description/SRAE Program Requirements") and implement evidence-informed programming that complies with the following requirements:

- Teach each of the six required "A-F" topics, as explained in *Section I. Program Description/SRAE Program Requirements*.
- Provide data that demonstrate how the selected intervention and overall proposal systematically applies core curriculum components that have been found to be effective in positive youth behavior change, especially delaying initiation of sexual activity until marriage, returning to a lifestyle without sex and refraining from non-marital sexual activity.
- Provide formal training for facilitators/educators on the program strategies, approaches, and interventions. This training must be delivered by professionals who can provide follow-up technical assistance to facilitators. Selection of curricula from the Department of Health and Human Services (HHS) Teen Pregnancy Prevention Evidence Review list is not required.
- Link program participants to services with local community partners and other agencies that support the health, safety, and well-being of program participants. The partnering agencies should share a commitment for optimal health outcomes that do not normalize teen sex.
- Education in sexual risk avoidance must be the exclusive purpose of the grant.

Many of these required components have been identified in research summary documents such as the CDC Health Education Curriculum Assessment 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.

**Positive Youth Development Approach**

Title V Competitive SRAE Programs should include Positive Youth Development (PYD) as part of any risk avoidance strategies 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. The program approach should 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 https://www.acf.hhs.gov/fysb/positive-youth-development.

**Target Populations to be Served**

Title V Competitive SRAE Programs must provide services to youth populations between the ages of 10 and 19. Title V Competitive SRAE Programs may target services to vulnerable youth populations to include, but not limited, to the following: youth living in under-resourced regions and areas with high rates of teen births and STIs; culturally underrepresented youth populations, especially Hispanic, African American, or Native American teenagers; youth in or aging out of foster care or adjudication systems; youth who are victims of trafficking; runaway and homeless youth; and other vulnerable youth populations. Program services must align with the needs and desired outcomes for the intended audience and emphasize sexual delay until marriage as normative behavior.

**Referrals to Community Resources**

Title V Competitive SRAE Programs must provide referrals for healthcare and other services, as needs are identified, but may not pay for the services with ACF/FYSB grant funding. As appropriate, programs should provide adolescent pregnancy prevention-related referrals to other providers of healthcare services (e.g., substance abuse, tobacco cessation, family planning, mental health), local public health, 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. SRAE programs may only provide education to youth on the requirements provided in this funding opportunity announcement and the statute. (For more information, see *Section IV.6, Funding Restrictions.)*

**Local Evaluation**

A local evaluation provides an opportunity for prime recipients to learn whether desired outcomes are being achieved, identify areas for program improvement, and/or examine whether the programming implemented is effective. Local evaluations also provide prime recipients with an opportunity to contribute to the evidence base for SRAE programming. Applicants have the option to conduct one local evaluation of their Title V Competitive SRAE projects to answer one or more grantee-specific research questions of implementation sites to assess program effectiveness and/or impact. Applicants that choose to conduct a local evaluation should consider the short project period for their grants and must provide a description of the plan to

conduct a prime recipient-specific evaluation, also called "local evaluations."

ACF is interested in supporting high-quality, well-designed local evaluations that expand the evidence base and provide learning opportunities for programs. ACF will work in collaboration with prime recipients to disseminate information about the evaluation findings. In accordance with legislation, any Title V Competitive SRAE evaluation conducted or supported must be as follows:

- Rigorous;
- Evidence-based; and
- Designed and conducted by independent researchers who have experience in conducting and publishing research in peer-reviewed outlets.

The following three types of methodologies are permitted for local evaluations:

- Impact evaluations: efficacy/effectiveness studies that have a control/comparison group that either receives no services or distinct services from the intervention group and, preferably, measure behavioral outcomes beyond the period directly following the end of programming, when feasible;
- Comprehensive needs assessments: scientific/systematic investigations that identify needs and challenges around a given issue, determine root causes, identify current barriers to addressing the need, and set priorities for future actions; and
- Descriptive studies: studies that both document and link program implementation (i.e., activities/components/program delivery) and participant outcomes.

Well-conducted evaluations require time for planning, implementation, analysis, reporting, and dissemination activities. Applicants are advised to develop evaluation timelines that are sufficient for conducting impact studies, comprehensive needs assessments, or descriptive studies that document and link program implementation and participant outcomes. FYSB also recommends that applicants review the current SRAE evaluation resources to inform the evaluation plan, including the research questions and evaluation design. These resources can be found at https://sraene.com/resources.

Local evaluations must be designed and conducted by independent researchers, called "local evaluators," who have experience in conducting evaluations of youth-focused programs in the community and publishing research in peer-reviewed publications. The expertise of the evaluator should match the type of methodology for the proposed local evaluation. Examples of independent evaluators may be universities, research organizations, evaluation consultants, or other institutions with experience in conducting high-quality evaluations of community programs.

ACF will provide technical assistance and/or training to prime recipients conducting local evaluations and to their local evaluators on evaluation planning, implementation, analysis, reporting, and dissemination, in order to maximize learning from these projects. As part of the technical assistance, prime recipients may also be asked to complete standardized forms and templates to describe their evaluation plans and submit evaluation updates. These forms and templates are subject to Office of Management and Budget (OMB) approval under the Paperwork Reduction Act (PRA). ACF will obtain OMB approval prior to requiring prime

recipients to complete the forms and/or templates. ACF will review and provide suggestions to prime recipients to improve plans prior to the initiation of local evaluation activities. Improvements may include reconsideration of evaluation design and funding.

Upon completion of local evaluations, prime recipients may be asked to submit a final report to ACF. The final report template is subject to OMB approval under the PRA, which ACF will obtain prior to use. Although ACF will provide technical support to prime recipients that propose local evaluations, the prime recipients will ultimately have oversight of the entity that conducts the evaluation, as well as the sub-recipient(s) that they select to participate in the evaluation and what data will be collected.

Prime recipient funding levels will not be adjusted if a local evaluation is not proposed.

Applicants should carefully assess whether they have the capacity and sufficient funding allocated to conduct a local evaluation within the short project period.

If the applicant chooses to conduct a local evaluation, they must describe the amount of funding that will be allocated towards conducting an evaluation, within the allowable amount (up to 20 percent of total budget).

**National Evaluation**

ACF will 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 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.

**Performance Measurement**

All grantees and sub-recipient(s), including their implementation sites, will be required to collect and report information on program implementation and program outcomes through a common set of performance measures. This requirement applies to any community partners who agree to host a site or recruit program participants (e.g., school districts, non-profits). The purpose of the performance measures is to monitor and provide feedback about whether grantees are implementing SRAE 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. Performance measures provide information based upon the three categories of data collection listed below while rigorous evaluations assess program effectiveness and impact.

SRAE 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 SRAE 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 SRAE 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 SRAE 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 SRAE 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 SRAE performance measures, including definitions, survey instruments, and data collection tools, please see www.sraepas.com.

*NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C.35-3521), 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 0970-0536; Expiration Date October 31, 2022) under PRA to request and collect performance measures.*

**Post Award Assurances**

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

- Have the project fully functioning within 90 days following the Notice of Award for the grant;
- Formally train facilitators/educators in the selected program components and strategies by professionals who can provide follow-up technical assistance to facilitators;
- Budget the annual costs of sending at least two key staff persons to attend the 3-day Adolescent Pregnancy Prevention (APP) Program Grantee Annual Conference to be tentatively held in the Atlanta, Georgia or through a virtual platform in 2022.
- Budget the annual costs for at least two staff to attend a minimum of one of two topical training sessions offered each year of the project in areas such as Washington, DC; Portland, OR; and Boston, MA, or through a virtual platform
- Participate in a prime recipient orientation webinar. The webinar is expected to be held

shortly after the official award date;
- Collect and report on OMB-approved federal SRAE performance measures (i.e., prime recipient, partners, and subrecipients); and
- For prime recipients conducting local evaluations, participate in training and technical assistance provided by the government and follow related guidance provided by ACF/FYSB.
- Agree to participate in the national evaluation, if selected.
- Participate in a medical accuracy review of selected curricula sponsored by FYSB.

**Glossary of Terms**

The terms, "age-appropriate," "rigorous," "medically accurate" ", and youth" are defined according to the legislation. All other terms are defined by applicable research for the purposes of this FOA.

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

**Age-Appropriate** – Information that is suitable (in terms of topics, messages, and teaching methods) to the developmental and social maturity of the particular age or age group of children or adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. [Section 510(e)(1) of the Social Security Act, 42 U.S.C. 710(e)(1)]

**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.

**Comprehensive Needs Assessment** – Scientific/systematic investigations that identify needs and challenges in an area, determine root causes, identify current barriers to addressing the need, and set priorities for future actions.

**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 that provided evidence for effectiveness.

**Dating Violence** – Physical, sexual, emotional, or verbal abuse from a romantic or sexual partner.

**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 evaluation design such as randomized controlled or high-quality, quasi-experimental trials, and that have demonstrated positive impacts for youth, families, and communities.

**Evidence-informed** – Interventions, strategies, approaches, and/or program models that bring together the best available research, professional expertise, and input from youth and families to identify and deliver services that have promise to achieve positive outcomes 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 the core content that is essential for program effectiveness.

**Goal Setting** – The process of deciding what to accomplish and devising a plan to achieve the desired result(s).

**Healthy Relationships** – Peer, romantic, marriage, family, and other interactions that are based on trust, honesty, and respect, and allow adolescents to feel supported, connected, and independent. In healthy relationships, key elements are communication, appropriate boundaries, empathy, effective conflict resolution, and resistance of peer pressure.

**Impact Evaluation** – Efficacy/effectiveness study; has a control/comparison group that receives no services or distinct services from the intervention group.

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

**Medically Accurate and Complete** – Verified or supported by the weight of research conducted in compliance with accepted scientific methods and – (A) published in peer reviewed journals, where applicable; or (B) comprising information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective and complete. [Section 510(e)(2) of the Social Security Act, 42 U.S.C. 710(e)(2)]

**Normalizing teen sexual activity** – Creating the impression that teen sexual activity outside of marriage is appropriate and/or healthy behavior.

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

**Optimal health** – A dynamic balance of physical, emotional, social, spiritual, and intellectual health. Lifestyle change can be facilitated through a combination of learning experiences that enhance awareness, increase motivation, and build skills; and, most importantly, through the creation of opportunities that open access to environments that make positive health practices the easiest choice.

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

**Outcomes** – The intended effects of the implemented program or program elements, such as increase in knowledge, development of skills, and behavior changes.

**Performance Measures** – Indicators that are designed for the ongoing monitoring and reporting of program accomplishments, particularly progress toward pre-established goals.

**Promising Practices** – Models, interventions, strategies, and ideas that have been implemented and evaluated to varying degrees in programs and communities, and demonstrate positive or promising outcomes.

**Rigorous** – With respect to research or evaluation, using established scientific methods for measuring the impact of an intervention or program model in changing behavior (specifically sexual activity or other sexual risk behaviors), or reducing pregnancy among youth; or other evidence-based methodologies established by the Secretary. [Section 510(e)(3) of the Social Security Act, 42 U.S.C. 710(e)(3)]

**Self-Regulation** – The act of managing thoughts and feelings to enable goal-directed actions, including a variety of actions necessary for success in school, relationships, and the workplace.

**Sexual Risk Avoidance** – Voluntarily refraining from non-marital sexual activity.

**Sexually Transmitted Infections (STIs) or Sexually Transmitted Diseases (STDs)** – STIs/STDs are harmful diseases that are passed from one person to another through sexual contact. These include chlamydia, gonorrhea, genital herpes, human papillomavirus, syphilis, and human immunodeficiency virus. Many of these STIs/STDs do not show symptoms for a long time. Even without symptoms, they can still be harmful and passed on during sex. Avoiding sexual activity is the most reliable way to prevent and protect against STIs/STDs. See https://www.cdc.gov/std/lifestages-populations/stdfact-teens.htm.

**Youth** – One or more individuals who have attained age 10 but not age 20. [Section 510(e)(4) of the Social Security Act, 42 U.S.C. 710(e)(4)]

***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] Centers for Disease Control and Prevention Youth Risk Behavior Survey Data Summary Trends Report 2009-2019, (2020). https://www.cdc.gov/healthyyouth/data/yrbs/yrbs_data_summary_and_trends.htm

[3] Hamilton, B.E., Martin, J.A., & Osterman, M.J.K., et al. (2020). Births: Provisional Data for 2019. National vital statistics report; Hyattsville, MD: National Center for Health Statistics. Retrieved online at: https://www.cdc.gov/nchs/data/vsrr/vsrr-8-508.pdf

[4] Centers for Disease Control and Prevention (2018). Sexually Transmitted Disease Surveillance Atlanta: U.S. Department of Health and Human Services. Retrieved online at: https://www.cdc.gov/std/life-stages-populations/adolescents-youngadults.htm

## II. Federal Award Information

| | |
|---|---|
| Funding Instrument Type: | Grant |
| Estimated Total Funding: | $3,400,000 |
| Expected Number of Awards: | 10 |
| Award Ceiling: | $450,000 Per Budget Period |
| Award Floor: | $13,501 Per Budget Period |
| Average Projected Award Amount: | $350,000 Per Budget Period |
| Anticipated Project Start Date: | 09/30/2021 |

**Length of Project Periods:**

| | |
|---|---|
| Length of Project Period: | 24-month project period with two 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. The annual award ceiling is the maximum award amount available per budget period. Based on the availability of funds, multiple awards may be made in each state or territory.

| State/Territory | Available | Award Floor | Award Ceiling |
|---|---|---|---|
| **Alaska** | $110,998 | $110,998 | $110,998 |
| **California** | $656,419 | $250,000 | $450,000 |
| **Connecticut** | $490,233 | $250,000 | $450,000 |
| **District of Columbia** | $115,889 | $115,889 | $115,889 |
| **Hawaii** | $176,567 | $176,567 | $176,567 |
| **Illinois** | $332,466 | $250,000 | $332,466 |
| **Maine** | $158,576 | $158,576 | $158,576 |
| **New Hampshire** | $85,274 | $85,274 | $85,274 |
| **Rhode Island** | $135,637 | $135,637 | $135,637 |

| | | | |
|---|---|---|---|
| **Vermont** | $54,818 | $54,818 | $54,818 |
| **Washington** | $951,672 | $250,000 | $450,000 |
| **Guam** | $80,296 | $80,296 | $80,296 |
| **Marshall Islands** | $13,501 | $13,501 | $13,501 |
| **Northern Mariana Islands** | $45,119 | $45,119 | $45,119 |
| **Palau** | $21,000 | $21,000 | $21,000 |

Funds for year 2 will be awarded on the basis of submission and approval of the non-competing continuation applications. Awards are subject to the satisfactory progress by the prime recipient; a determination that continued funding would be in the best interest of the federal government; and the availability of federal funds, which could be affected by a state claim for its regular annual allotment of funds. The Grants Project Team (Grant Management Specialist, Federal Project Officer, and Technical Assistance Provider) will use the grantee's semi-annual performance progress and financial reports, site visits, audit reports and other supporting documentation to determine, in accordance with the requirements in the FOA and statute, if satisfactory progress is being made. FYSB will factor in the grantee's ability to meet the dues dates as identified in the FOA. The Grants Project Team's review of reports and other documentation will be used to assess progress in: 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.

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.

## III. Eligibility Information

### III.1. Eligible Applicants

Eligible applicants are limited to organizations and entities, including faith-based organizations or consortia, based in the following states and territories: Alaska, California, Connecticut, District of Columbia, Hawaii, Illinois, Maine, New Hampshire, Rhode Island, Vermont, Washington, Guam, Marshall Islands, Northern Mariana Islands, and Palau.

The following types of organizations are eligible to apply:

- County governments
- City or township governments
- Special district governments

- Independent school districts
- Public and state-controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- 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 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.

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

### Title V Competitive SRAE Eligibility Factor

States awarded funding for Title V State SRAE under FOA number HHS-2020-ACF-ACYF-SRAE-1848, and entities in those states and territories, will be ineligible to receive an award under this FOA. Applications received from entities located in ineligible states and territories will be disqualified from the competitive grant review process.

### 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.**

**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

Letitia Winston
Family and Youth Services Bureau Operations Center c/o F2-Solutions
Attn: HHS-2019-ACF-ACYF-TS-1925
1401 Mercantile Lane, Suite 401
Largo, MD 20774
Phone: 1-855-792-6551
Email: TechAssist@FYSB.net URL
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:**

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

File 1 - Project Description - The suggested page length for the project description is 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 Timelines and Milestones
7. Program Performance Evaluation Plan
8. Organizational Capacity (e.g., resumes, job descriptions, and organizational charts)
9. Logic Model
10. Line-Item Budget and Budget Justification
11. Plan for Oversight of Federal Award Funds
12. Protection of Sensitive and/or Confidential Information
13. Project Sustainability Plan
14. Geographic Location

File 2 - Appendices - The suggested page length for appendices is 30 pages and must include the following:

1. Third-party Agreements/ Memoranda of Understanding (MOUs)
2. Letter(s) of Support
3. Proof of Legal Status
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 |
|---|---|---|
| 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-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- | Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. | Required for all applications when applying for a non-construction project. |

| | | |
|---|---|---|
| 424B - Assurances - Non- Construction Programs | Forms must be submitted by the application due date.<br>By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination. | |
| SF-424 Key Contact Form | Submission is required for all applicants by the application due date. | Required for all applications. |
| Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration. | Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform.<br>Active registration at the SAM website must be maintained throughout the application and project award period.<br>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-424 - Application for Federal Assistance | 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

## 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.

**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.

Describe how the project will address each of the A-F topics outlined in the legislation (see *Section I. Program Description, Evidence Based Interventions or Strategies*). The description must address how the education is based on adolescent learning and developmental theories for the age group receiving the intervention.

Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Describe how the project will educate youth on how to avoid non-marital sexual activity and other youth risk behaviors. In addition, applicants must describe how the program incorporates a PYD approach that includes risk and protective factors in young people's lives that are known to influence sexual activity and other risk behaviors.

Describe how interventions will address the trauma needs of vulnerable youth and will ensure all identified models, strategies, services, and materials are medically accurate, age-appropriate, and voluntary. Include a plan for ensuring that interventions are implemented with fidelity.

Describe how applicants will certify that all SRAE materials presented as factual will be grounded in scientific research. Applicants must describe how information shared is medically accurate and aligns with the needs and desired outcomes for the intended audience.

Cite evidence and data that demonstrates how the selected model or strategies and overall proposal systematically applies key program elements found to be effective in positive youth behavior change, especially as related to delaying initiation of sexual activity, returning to a lifestyle without sex, and/or refraining from non-marital sex.

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

Provide a detailed, thorough, and realistic description of the recruitment and retention plan of youth ages 10-19. The approach described must be specific for the target population, service delivery location, and implementation setting.

Provide a clear justification of the estimate of the overall program participants in each year for

the project. Applicants must include a description of the types of participants by age groups or grades, race, ethnicity, and other descriptive factors.

Applicants must 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 must describe the strategies, which are culturally and linguistically appropriate to the target population(s), to be used to effectively recruit and retain youth participants. Applicants must identify all methods utilized that will ensure facilitators/educators who will deliver the program(s) have been or will be formally trained in the proposed SRA program model and/or strategies.

**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;
- 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 applicants must clearly state their assurance/agreement that the applicant organization and any subrecipients will participate, if selected, for the national evaluation(s).

Applicants that plan to conduct a local evaluation must describe a plan to implement the evaluation in the short project period, in accordance with the aforementioned guidelines. 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. The plan must include proposed research questions of interest to the applicant, if awarded, and the field of SRA programming; plan for an appropriate, rigorous evaluation design; and how an independent evaluator will be procured (including the independent evaluator?s experience and proposed evaluation infrastructure). 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.

Applicants must provide a detailed description of how the data collected using OMB-approved performance measures, or any other documents, will be used to engage in continuous quality improvement of the Title V Competitive SRAE Program.

**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.

**Dissemination Plan**

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so

that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended, and
- The timeline for dissemination.

**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.

A third-party agreement covering a loan transaction must contain, at a minimum, the following information: (1) purpose(s) for which the loan is being made; (2) interest rates and other fees; (3) terms of the loan; (4) repayment schedules; (5) Collateral security; (6) default and collection procedures; (7) signatures of the authorized officials of the lender and the borrower.

A third-party agreement covering an equity investment must contain, at a minimum, the following: (1) purpose(s) for which the equity investment is being made; (2) the type of equity transaction (e.g. stock purchase); (3) cost per share and basis on which the cost per share is derived; (4) number of shares being purchased; (5) percentage of ownership in the business; (6) term of duration of the agreement; (7) number of seats on the board, if applicable; (8) signatures of the authorized officials of the grantee and third party organization.

**Letters of Support**

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

they represent, the date, and reason(s) for supporting the project.

### The Project Budget and Budget Justification

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

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

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

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

Applicants must budget the costs for two key staff persons to attend the 3-day annual APP Grantee Conference held in the Washington, DC, area and for two key staff persons to attend a minimum of one of three topical training sessions offered in each year of the 24-month project period.

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. SRA grants are subject to requirements at sections 503 (relating to payment), 507 (relating to criminal penalties for false statements), and 508 (relating to nondiscrimination) of the Social Security Act. 42 U.S.C. 703, 707, and 708.

**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 not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

## IV.5. Intergovernmental Review

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

## IV.6. Funding Restrictions

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

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

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

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

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

No more than 20 percent of funds can be used for evaluation.

SRAE programs may only provide education to youth on sexual risk avoidance. Funds may not be used to provide separate services, such as health care, educational services (e.g., tuition for formal K-12/GED classes), career development, or counseling services (e.g., substance abuse including alcohol, tobacco cessation, mental health issues, and intimate partner violence). As needs are identified, grantees should provide referrals for necessary services, but may not pay for the services themselves with ACF funding.

## IV.7. Other Submission Requirements

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

**Submission By Mail**

FYSB Grant Operation Center c/o F2 Solutions
ATTN: Title V Competitive SRAE FOA
1401 Mercantile Lane, Suite 401
Largo, MD 20774

**Hand Delivery**

FYSB Grant Operation Center c/o F2 Solutions

ATTN: Title V Competitive SRAE FOA
1401 Mercantile Lane, Suite 401
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, Needs for Assistance and Outcomes — Maximum Points:20

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

1. The applicant provides the following: (a) a description of a clear need for the proposed project; (b) the documentation of relevant teen birth data, STI rates, youth risk behavior data, and other relevant data; and (c) detailed plan for how the proposed project will address the needs of the targeted audience. (0-2 points)
2. The applicant provides a clear and thorough description of the objectives and outcomes of the project, demonstrating alignment with the overall goal and objectives of the project. (0-10 points)
3. The applicant provides the following: (a) a clear definition of the geographic area(s) to be served by the project; (b) a justification for the jurisdictions that will be targeted; and (c) data to support the selection of service area(s). (0-2 points)
4. The applicant 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 that is reasonable and appropriate. The applicant's plan includes the following: (a) target number; (b) age groups or grades; and (c) race and/or ethnicity. (0-4 points)

5. The applicant includes a well-defined logic model that demonstrates a reasonable and significant relationship between planned Title V Competitive SRAE project activities and intended outcomes and outputs. (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 for conducting the Title V Competitive SRAE proposed activities, including the following: (a) major milestones, (b) target dates, and (c) a timeline that is sufficient and includes time for planning, implementation, analysis, and reporting and dissemination activities as indicated in *Section I. Program Description*. (0-4 points)
2. The applicant provides a detailed plan to implement education exclusively on sexual risk avoidance (meaning voluntarily refraining from non-marital sexual activity) and through the teaching of the A-F topics. (0-6 points)
3. The applicant provides a detailed, thorough, and realistic description of the participant recruitment and retention plan for the Title V Competitive SRAE project. The approach described must be specific for the target population as indicated in *Section I. Program Description.* (0-3 points)
4. The applicant describes, in detail, an approach that reflects a thorough understanding of Title V Competitive SRAE. (0-6 points)
5. The applicant clearly describes the mechanisms that will be used to deliver services (i.e., school-based programs and/or youth development programs). 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. The approach described must be thorough and realistic. (0-2 points)
6. The applicant clearly identifies all methods used to ensure that facilitators/educators who will deliver the program(s) have been or will be formally trained in the program model or strategies, elements of the program model, facilitation techniques, classroom management, youth risk and protective factors, and other relevant topics for effective program implementation. The applicant guarantees that professionals will provide follow-up technical assistance to facilitators delivering SRAE programming. (0-2 points)
7. The applicant describes in detail how the overall proposal systematically applies key research-based elements found to be effective in positive youth behavior change, especially as related to refraining from non-marital sex and/or returning to a lifestyle without sex. Applicants should reference peer-reviewed publications as documented by educational, scientific, governmental, or health organizations, and cite evidence of desired outcomes for the intended audience. (0-5 points)
8. The applicant provides a thorough plan on how the proposed project will be implemented with fidelity. (0-2 points)

9. The applicant describes in detail how the program will be culturally responsive and linguistically appropriate for the target population(s) and accessible and inclusive of vulnerable youth. (0-3 points)
10. The applicant provides detailed information on how the proposed program services and materials have been determined to be medically accurate and age appropriate, and how they align with the needs and desired outcomes for the intended audience. The applicant provides information demonstrating that services to the youth are voluntary and the program activities and materials are consistent with the requirements, as specified in *Section I. Program Description.* (0-3 points)
11. 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 as specified in *Section I. Program Description, Local Evaluation*). (0-2 points)
12. The applicant provides a well-developed plan for sustainability that clearly details how the proposed project will create self-sufficiency to ensure that the project activities will continue after federal assistance has ended. (0-2 points)

| Program Performance Evaluation Plan | Maximum Points:10 |
|---|---|

In reviewing the program performance, reviewers will consider the extent to which:

1. The applicant indicates agreement to collect and report on OMB-approved program performance measures, as referenced as in *Section I. Program Description,* and provides a detailed plan to collect and submit the measures to FYSB. The applicant agrees to participate in the national evaluations, 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 I. Program Description* (0-3 points)
3. The applicant provides a detailed description of how the data collected will be used to engage in continuous quality improvement of the Title V Competitive SRAE 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 the organization's relevant experience in providing SRAE services and the experience of any partner organizations identified in the MOU. (0-6 points)
2. The applicant provides 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 provides a succinct plan to monitor the effective management and coordination of activities by any partners, contractors and subcontractors, and consultants, if applicable. (0-4 points)
3. The applicant includes a clearly defined organizational chart, Board of Directors' list,

and governance structure. (0-3 points)

4. The applicant describes how the proposed Project Director or key project staff demonstrate relevant knowledge and experience (as demonstrated by a resume or curriculum vitae) in SRAE to effectively institute and manage a project of this focus, scope, cost, and complexity. (0-5 points)
5. The applicant describes the following: (a) role, (b) responsibilities (e.g., job description), and (c) time commitments for each proposed project staff position, including partners, consultants, contractors and/or subcontractors, and demonstrates that each proposed position is appropriate and relevant to the successful implementation of the proposed project. (0-3 points)
6. The applicant provides a detailed description of its fiscal controls and how its accounting procedures will ensure prudent use, proper and timely disbursement, and accurate accounting of federal funds received under this FOA. (0-2 points)
7. The applicant provides a detailed plan on how facilitators and educators will be recruited and retained, and receive professional training and development throughout the project period. (0-2 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 includes the following: (a) a proposed line-item budget, and (b) a budget narrative that is feasible, reasonable, and aligned with the requirements of the FOA, including not allocating more than 20 percent of the applicant's budget towards conducting a local evaluation. (0-2 points)
2. The applicant includes a detailed budget justification of project costs and demonstrates how cost estimates were derived. Calculations must include estimation of methods, quantities, and unit costs. (0-2 points)
3. The applicant identifies costs in the budget to support attendance at the APP Program Grantee Conference and topical training sessions. (0-1 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.

**Title V Competitive SRAE Eligibility Factor**

States awarded funding for Title V State SRAE under FOA number HHS-2020-ACF-ACYF-SRAE-1848, and entities in those states and territories, will be ineligible to receive an award under this FOA. Applications received from entities located in ineligible states and territories will be disqualified from the competitive grant review process.

**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.

**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.

SRA grants are subject to requirements at sections 503 (relating to payment), 507 (relating to criminal penalties for false statements), and 508 (relating to nondiscrimination) of the Social Security Act. 42 U.S.C. 703, 707, and 708.

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

Consistent with 45 CFR 87.3 (b), a faith-based organization may not use direct financial assistance from the Department to engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization). Consistent with 45 CFR 87.3 (d), Such an organization also may not, in providing services funded by the Department, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

## VI.3. Reporting

Performance Progress Reports: Semi-Annually

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

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

Financial Reports: Semi-Annually

## VII. HHS Awarding Agency Contact(s)

**Program Office Contact**

Letitia Winston
Department of Health and Human Services
Administration for Children and Families
Administration on Children, Youth and Families
330 C Street, SW
Washington, DC
Phone: (202) 401-4570
Email: letitia.winston@acf.hhs.gov

**Office of Grants Management Contact**

Manolo Salguiero
Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C Street, SW
Washington, DC 20201

Phone: (202) 690-5811
Email: manolo.salguiero@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/.

Family and Youth Services Bureau https://www.acf.hhs.gov/fysb/adolescent-pregnancy-prevention

Title V Competitive Sexual Risk Avoidance Education Fact Sheet https://www.acf.hhs.gov/fysb;/resource/title-v-competitive-sexual-risk-avoidance-education-fact-sheet-0

### Application Checklist

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

| What to Submit | Where Found | When to Submit |
|---|---|---|
| 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.<br><br>If it is not available at the time of application submission, it must be submitted prior to the award of a grant. |
| SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br><br>These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section.<br>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.* |
| The Project Description | Referenced in *Section IV.2. The Project Description*. | Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| Mandatory Grant Disclosure | Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*. | If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required. |
| Project Summary | Referenced in *Section IV.2. The Project Description.*<br><br>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*. |
| Unique Entity Identifier | Referenced in *Section IV.3. Unique Entity Identifier* | A DUNS number (Unique Entity Identifier) and registration at |

| | | |
|---|---|---|
| (DUNS) and Systems for Award Management (SAM) registration. | *and System for Award Management (SAM)* in the announcement.<br><br>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform .<br><br>To register at SAM, go to http://www.sam.gov. | SAM.gov are required for all applicants.<br><br>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.*<br><br>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.* |
| 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.<br><br>Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| SF-LLL - Disclosure of Lobbying Activities | "Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br><br>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.<br><br>If it not available at the time of application, it may also be submitted prior to the award of a grant. |
| Table of Contents | Referenced in *Section IV.2. The Project Description*. | Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*. |
| Certification Regarding Lobbying (Grants.gov | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* | Submission is due with the application package or prior to the award of a grant. |

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| Lobbying Form) | This form is available in the FOA's forms package at www.Grants.gov. | |
| SF-424 Key Contact Form | Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.*<br>This form is available in the FOA's forms package at www.Grants.gov. | Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.* |
| SF-424 - Application for Federal Assistance | Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.*<br>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.* |