Administration for Children and Families

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

Personal Responsibility Education Program Innovative Strategies (PREIS)
HHS-2021-ACF-ACYF-AP-1928
Application Due Date: 07/26/2021

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Department of Health & Human Services
Administration for Children and Families

Funding Opportunity Title:	Personal Responsibility Education Program Innovative Strategies (PREIS)
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2021-ACF-ACYF-AP-1928
Primary CFDA Number:	93.092
Due Date for Applications:	**07/26/2021**

Executive Summary

Notice:

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

The Administration for Children and Families (ACF), Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) will be accepting applications from local organizations and entities, including faith-based organizations, to pilot, implement, and test innovative adolescent pregnancy prevention strategies for the Personal Responsibility Education Program Innovative Strategies (PREIS) program. This program targets services to high-risk, vulnerable, and culturally underrepresented youth populations. This includes, but is not limited to, youth in foster care, runaway and homeless youth, youth with HIV/AIDS, victims of human trafficking, pregnant and parenting youth who are under 21 years of age and their partners, rural youth, and youth residing in high teen birth rate areas. Projects are required to: a) educate adolescents on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections (STIs), including HIV/AIDS, and b) implement at least three of the following six adulthood preparation subjects (APS): 1) healthy relationships, 2) adolescent development, 3) financial literacy, 4) parent-child communication, 5) educational and career success, and 6) healthy life skills. Successful applicants are expected to implement rigorous impact evaluations conducted by independent, third-party evaluators. Acceptable research designs include randomized controlled trials and strong quasi-experimental designs, which require assignment or designation to either an intervention group or a control/comparison group. A minimum of 20 percent of funding per year must be allocated towards rigorous impact evaluation activities.

I. Program Description

Statutory Authority

PREIS is authorized and funded by Section 513 of the Social Security Act (42 U.S.C. § 713), as amended by Section 50503 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123) extended by Division CC, Title III, Section 302 of the Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260).

Description

BACKGROUND

The PREIS program supports the implementation and evaluation of innovative strategies that have not previously been evaluated through a randomized controlled trial or a quasi-experimental design to effectively educate youth on both abstinence and contraception for the prevention of adolescent pregnancy, STIs, including HIV/AIDS. Interventions must address at least three of six adulthood preparation subjects. PREIS programs address sexual risk and protective factors and target youth populations that are at the highest risk for pregnancy.

Over the past decade, there has been a 40 percent decline in the teen birth rate [1]. In 2018, the U.S. birth rate for persons ages 15–17 was 7.2 and for persons ages 18–19 was 32.3 births per 1,000 females, according to Centers for Disease Control and Prevention (CDC) data [2]. Although there has been a significant decline in the teen birth rate for all groups, disparities still exist. In 2018, the birth rate for American Indian/Alaska, Hispanic/Latino,

Hawaiian/Pacific Islander, and African American youth was 29.1, 26.7, 26.5, and 26.3 births per 1,000 women respectively, and socioeconomically disadvantaged youth of any race or ethnicity experience the highest rates of teen pregnancy and childbirth [3]. In addition, the data show continued disparities in geographic regions with states in the South and specific cities showing either no changes or increases in teen birth rate. Additionally, the latest CDC data indicate that young people ages 15 to 24 account for half of new sexually transmitted diseases reported annually [4]. In 2017, individuals aged 13-24 accounted for 21 percent of all new HIV diagnoses.

PREIS programs address disparities in teen births and rising STI rates through the implementation and evaluation of innovative strategies that are designed to change sexual risk behaviors such as delaying sexual activity, increasing condom or contraceptive use, and reducing pregnancy. Although there is a growing body of research on teen pregnancy among general youth populations, gaps in both research and the availability of interventions related to various high risk and vulnerable youth populations remain. The purpose of the PREIS program is to build the evidence base for adolescent pregnancy prevention interventions that are effective with high risk and vulnerable youth populations and fill gaps with new promising program models.

Promoting Healthy Transitions to Adulthood Through Positive Youth Development

FYSB is committed to promoting the positive behavioral health and social and emotional well-being of vulnerable young people through a strengths-based, positive youth development (PYD) approach. Historically, many youth programs concentrated on a specific problem behavior, like teen sexual activity, and involved narrowly focused interventions and HIV/AIDS, victims of human trafficking, pregnant women who are under 21 years of age and their partners, mothers who are under 21 years of age and their partners, and youth residing in areas with high birth rates for youth. Youth are defined as those who are 10-19 years old (42 U.S.C. 713(e)(4)),

except in the case of pregnant and parenting youth, which may include youth under 21 years old. (42 U.S.C. 713(a) (1) (C) (III)).

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

PREIS PROGRAM DESIGN

Under the PREIS program, the following requirements must be addressed:

1. Innovative strategies
2. Abstinence and contraception
3. Adulthood Preparation Subjects (APS)
4. Medically accurate information
5. Age appropriate information
6. Culturally appropriate information
7. Trauma-informed care
8. Referrals to healthcare and other services

Innovative Strategies

PREIS programs strategies must be innovative. For the purposes of this FOA, this means "innovations are new products, programs, ideas or practices that are implemented, adopted or disseminated within groups, organizations or networks." [8] Innovative strategies are those that are tailored to the targeted population for a specific outcome.

Interventions must target youth at high risk for pregnancy and address relevant risk and protective factors associated with sexual risk behaviors. Innovative strategies are broadly defined but may include those that:

- Have technology and/or computer-based components (i.e., apps, web-based learning, gaming)
- Are implemented in non-traditional settings (e.g., runaway and homeless youth shelters, foster care group homes, juvenile detention centers, faith-based settings)
- Target hard to reach populations (e.g., runaway and homeless youth, foster care youth, pregnant and parenting youth, victims of human trafficking)
- Use systems-level approaches (i.e., approaches that aim to affect not only the individual but also multiple levels such as family, community, and institution)

Applicants are expected to have prior experience implementing the proposed intervention. Applicants should not propose interventions not fully developed or that they have not implemented. Pilot studies are acceptable evidence of prior implementation. Proposed interventions must be grounded in a solid theoretical framework.

Proposed interventions must have relevant process evaluation findings and promising evidence

of effectiveness but must not have been previously rigorously evaluated. This means that interventions that have been evaluated using a randomized controlled trial or quasi-experimental study are not eligible for PREIS funding.

Promising evidence of effectiveness includes descriptive studies on the proposed interventions that demonstrate significant quantitative outcomes related to attitudes, intentions, or behaviors as demonstrated through references to journal articles, studies, or data.

Abstinence and Contraception

PREP programs must include activities to educate youth on both abstinence and the use of contraception and must place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and STIs, including HIV/AIDS among youth. Programs should always place the optimal health of each youth at the forefront, with the focus on providing information and skills and the goal of helping them maintain or regain healthy decision-making that avoid risk behaviors and improve their opportunities for future thriving and success.

Adulthood Preparation Subjects

PREIS grantees are to combine abstinence and contraceptive education with programming designed to support youth's successful transition to adulthood. The requirement of incorporating APS supports preparation of youth for this transition through inclusion in the implementation of PREIS programs. Furthermore, grantees and/or subrecipients are required to address at least three of the following six APS subjects:

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

Topics must be tailored and developed in appropriate ways to reflect the cultural, linguistic, and regional practices of the target population and the communities they serve. For more information on implementing APSs in PREP programs, please see the report on "Conceptual Models for Adulthood Preparation Subjects within the Personal Responsibility Education

Program (PREP)" at https://www.acf.hhs.gov/sites/default/files/documents/opre/conceptual-models-adulthood-prep-feb-2021.pdf and the "Adulthood Preparation Subjects Resource Guide" at https://teenpregnancy.acf.hhs.gov/resources/adulthood-preparation-subjects-resou rce -guide-0

Medically Accurate Information

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

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

All programs must ensure that information, curricula, and program materials used for implementation are medically accurate, complete, and up to date, including topics such as abstinence, contraceptives, and STIs and/or HIV. Other relevant topics that may be included in the content of some interventions include anatomy, reproduction, and pregnancy and/or birth (for pregnant mothers). Programs must document the appropriate sources (e.g., CDC, National Institutes of Health, peer-reviewed journals) in all program materials.

Age Appropriate Information

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

Culturally Appropriate Information

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

Trauma-Informed Care

PREIS programs must ensure the intervention and project activities are trauma informed. Trauma-informed means that projects working with vulnerable youth should take into account the trauma and mental health needs of many young people who have experienced maltreatment, abuse, or exposure to violence. Childhood abuse, neglect, and exposure to other traumatic stressors, known as adverse childhood experiences (ACEs), are common. The short- and long-term outcomes of these childhood exposures include a multitude of health and social problems, including early initiation of sexual activity and teen pregnancy [9]. These ACEs have important implications for teen pregnancy.

In the context of PREIS programs, trauma-informed care is an approach that recognizes trauma's general impact on participating youth and helps guide programming, so it avoids re-traumatizing youth and facilitates youth engagement in the programming. A trauma-informed approach means the project takes into account many areas of the program, which may include, but are not limited to, the staff's approach to youth, the content of the intervention, the delivery or facilitation of the intervention, training for facilitators on how to identify signs of trauma, and the referral and follow-up process for youth who exhibit signs of trauma. All programs should also create and maintain a "safe space" for youth, in an environment that is welcoming to all youth, inclusive, and non-stigmatizing. For additional information, please see the FYSB Trauma-Informed Care Tip sheet at https://www.acf.hhs.gov/opre/report/incor porating-trauma-informed-care-adolescent-pregnancy-prevention-programs.

Referrals to Healthcare and Other Services

PREIS 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 prevention-related referrals to other providers of healthcare services (e.g., substance abuse, tobacco cessation, physical health, 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. PREIS programs may only provide education to youth on the requirements provided in this FOA and the statute. (For more information, see *Section IV.6, Funding Restrictions*.)

PREIS PROGRAM TIMELINE

Project Timeline

The PREIS program will be implemented in three phases. Programs are required to complete all activities in each phase before moving to the next one. Phase 1 will begin upon award of the grant and must be completed within the first 12 to 18 months of the grant award. Phase I activities will focus on implementation planning, evaluation planning and piloting the intervention. Grantees will conduct a pilot of one full cycle of the intervention using youth from the target population. The pilot will serve as a trial run of the delivery of the program and the implementation processes that are critical to the success of the project, such as recruitment, engagement, attendance, retention, and fidelity monitoring. During Phase I, programs will also work with FYSB to develop an implementation plan, an evaluation plan, obtain Institutional Review Board (IRB) approval, and develop and refine data collection instruments. Institutional Review Boards, or IRBs, review research studies to ensure that they comply with applicable regulations, meet commonly accepted ethical standards, follow institutional policies, and adequately protect research participants. Grantees will be expected to include federal performance measures into their data collection instruments. The implementation and evaluation plans must be reviewed and approved by FYSB before the end of Phase 1. Grantees should expect several rounds of edits and modifications before approval. PREIS grantees will be expected to have an MOU or letter of agreement from all subrecipients and implementation sites at the time of application. All MOUs, contracts, and agreements should be finalized by the end of Phase I. MOUs with implementation sites must address both the implementation of the intervention and the rigorous evaluation study.

Phase II begins after all required activities from Phase 1 have been completed and approved. All activities in this phase must be completed by the end of Year 4. Phase II activities will focus on the implementation and evaluation of the intervention. Once Phase II starts, programs may not make adaptations or modifications to the intervention materials or content that is delivered. Grantees will conduct fidelity monitoring; process observations; obtain consent (and assent, when appropriate) and collect data from all cohorts of participants; and continue recruitment and retention, tracking, and follow-up efforts. Grantees will be expected to continuously monitor attrition through all data collection points, noting the reasons and number of participants who were not retained. Grantees will not be expected to conduct an implementation or process study. However, implementation will be expected to be documented and reported on in the final impact evaluation report.

Phase III begins upon the successful completion of Phase II activities and continues through the

end of the project period. Grantees may propose to continue implementation with study sites/participants who have completed all follow-up data collection or with new sites/participants who were not involved in the study. This phase will focus on analysis and reporting, manualization and packaging of the intervention, sustainability, and dissemination of findings. Grantees will complete a lessons learned template, submit a final impact evaluation report, disseminate findings through local, regional, and/or national presentations, and submit at least one peer-reviewed manuscript. Grantees will be expected to manualize and package all intervention materials based on sources such as the program delivery documentation collected in Phase II. Grantees will not be expected to copyright, market, or disseminate the intervention.

All required activities for each phase are as follows:

Phase I (12 to 18 months)

- Refine and/or revise intervention and training materials to ensure they are medically accurate, age appropriate, culturally appropriate, and trauma informed
- Fill all staff vacancies and train staff to deliver the intervention
- Finalize Memoranda of Understanding (MOU)s, contracts, and agreements with partners, subrecipients, and implementation sites
- Develop and conduct cognitive testing with youth from the target population on the data collection instruments
- Include FYSB performance measures participant surveys in the final data collection instrument
- Obtain IRB approval for the pilot study
- Develop and receive approval for evaluation abstract, implementation plan, impact evaluation plan
- Obtain consent and assent forms from parents and participants for the pilot study
- Conduct a pilot test of the full intervention and implementation processes
- Incorporate changes to the intervention and implementation processes based on the pilot study

Phase II (Years 2-4)

- Obtain IRB approval for the rigorous evaluation study
- Obtain consent and assent forms from parents and participants for the rigorous evaluation study
- Implement the intervention and activities for the control/comparison group (if applicable)
- Conduct fidelity monitoring and supervision activities
- Employ participant engagement and retention strategies to maximize attendance
- Conduct retention, tracking, and follow-up activities
- Collect and submit federal performance measures data to FYSB
- Collect impact evaluation data
- Complete CONSORT diagrams and baseline equivalence tables, as required
- Develop and finalize a sustainability approach

Phase III (Year 5)

- Continue implementation of the intervention with youth outside of the study (as applicable)
- Complete a lessons learned template
- Develop and finalize the analysis plan that supports the analysis of primary and secondary research questions
- Analyze all outcome data
- Submit and finalize an impact evaluation report to ACF
- Manualize and package all intervention materials
- Implement sustainability activities
- Submit at least one manuscript to a peer-reviewed journal to contribute to research
- Disseminate study findings

In order to transition into the next phase, PREIS programs must successfully complete all activities within the previous phase and receive approval from FYSB to move on to the next phase. For the purposes of this announcement, intervention materials are defined as all materials needed to implement all content, which includes, but is not limited to, training materials, PowerPoint slides, handouts, participant workbooks, videos, and app content.

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

PROGRAM EVALUATION OVERVIEW

PREIS programs will be expected to design and conduct a rigorous impact evaluation to determine the effectiveness of the innovative programs and/or approaches proposed on behavior change.

Rigorous Evaluation

All PREIS evaluation designs must be rigorous in nature. Rigorous impact evaluations use one of the following two study designs to assess the impact of the intervention or approach: randomized controlled trials (RCT) or high-quality, quasi-experimental designs (QEDs). Both designs require the following: 1) a treatment group that is eligible to receive the full intervention, and 2) a control/comparison group that will receive an alternative to the intervention or no intervention at all. RCTs require random assignment of participants (or classrooms) to either the treatment group or a control group. QEDs are used when random assignment is not feasible; however, participants are still designated to either the treatment or a comparison group. Grantees will be responsible for ensuring that all implementation sites understand the study design and agree to their proposed role in the design (e.g., treatment or control/comparison).

Research Questions

PREIS programs will be expected to have both primary and secondary research questions. All research questions and the outcomes chosen to address these questions must align with the

content that will be delivered to youth. Primary research questions must address outcomes related to at least one of the following behaviors that are outlined in the PREP legislation:

sexual activity, condoms or contraceptive use, or teen pregnancy. Primary outcomes related to sexual activity may include, but are not limited to, abstinence, cessation, and decreases in the frequency of sex.

Secondary research questions are factors that may have an indirect effect on sex risk behaviors. These questions may include, but are not limited to, the following:

- knowledge, attitudes, and skills related to sexual activity, condoms, contraceptive use, or teen pregnancy;
- key variables in the theoretical framework for study intervention;
- qualitative research related to sexual activity or program implementation;
- adult preparation subjects as outlined in PREP legislation;
- risk behaviors that co-occur with sexual risk-taking (i.e., substance use);
- behaviors that are specific to the target population or geographic area, as identified by the literature or a recent needs assessment; and
- strengths or unique components of the overall program (i.e., mentoring, social emotional well-being, cultural identity).

Methodology

PREIS programs will be expected to collect data at the following three time points: baseline, short-term follow-up (up to 6 months post intervention), and long-term follow-up (9 months or more post intervention). PREIS programs with pregnancy and birth rate outcomes are expected to have more extended short-term and long-term follow-up time points (e.g., 12 or 18 months). Prior to data collection, all programs must obtain IRB approval from local institutions. These local institutions may be IRBs of partner universities or evaluation organizations. IRBs provide guidance regarding participant privacy and rights. General information about the HHS Protection of Human Subjects regulations can be obtained at http ://www.hhs.gov/ohrp. All plans for obtaining consent and assent, data collection, and storage must address confidentiality and privacy of the information collected.

PREIS programs will be expected to engage in extensive activities related to recruiting, retaining, and tracking participants throughout the project to obtain a sample size that supports adequate statistical power to detect program impact/effects. PREIS programs must ensure that staff have the adequate resources and time devoted to these efforts. For additional information on power analysis, see https://opa.hhs.gov/sites/default/files/2020-07/mdi-tabrief .pdf.

Program Implementation and Delivery

In addition to a rigorous impact evaluation, PREIS programs will also be expected to use information collected under the program performance evaluation plan (see *Section IV.2 The Project Description, Program Performance Evaluation Plan*) and other sources to examine, in close detail, the function and form of the program services provided and the program delivery process with the goal of documenting the innovative strategy/approach that is being tested and how it was delivered. Programs must document changes in study processes, the environment, or the context that occurred and that may potentially influence study outcomes.

Evaluation Administration and Management

PREIS programs must have separate leadership for program implementation and evaluation. The leadership team of the PREIS program (e.g., Principal Investigator, Project Director) must include one person from the program whose primary responsibility is to oversee and manage program implementation and a separate person from the independent evaluation team whose primary responsibility is to oversee all evaluation activities.

The evaluation lead is expected to coordinate and manage a team to implement all evaluation activities, including, but not limited to, the following:

- Developing all study processes and evaluation related plans, procedures, and materials for all phases of the project (see *PREIS Program Timeline*);
- Training program staff and partners (as needed) on evaluation and study processes;
- Obtaining IRB approval for all data collection efforts;
- Developing and overseeing a continuous quality improvement process that is informed by data; and
- Working with program staff to develop approaches, strategies, and materials to clearly explain the study to key stakeholders such as program partners, parents, and youth.

The evaluation lead should designate specific staff for participant recruitment, screening, and enrollment, and specific staff for retention, tracking, and follow-up for both intervention and control/comparison groups throughout the study.

All evaluation activities must be conducted by an independent, third-party evaluator. Internal evaluators are not permitted. Independent evaluators may be universities, research organizations, evaluation consultants, or other institutions with experience in conducting rigorous impact evaluations that are similar in scope and size to the intervention or approach proposed by the applicant.

All PREIS programs will be required to set aside at least 20 percent of their PREIS budget for evaluation purposes. Where necessary and following appropriate consultation, FYSB may work with projects to adjust the level of evaluation funding post award to ensure the RCT or QED is adequately funded.

POST AWARD REQUIREMENTS

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

- Participate in a new grantee orientation webinar. The webinar will be held shortly after the official award date.
- Conduct a pilot of one full cycle of the intervention and implementation processes with youth from the target population by the end of Phase I.
- Submit all program and training materials to FYSB for medical accuracy review and complete recommended revisions prior to Phase II program implementation.
- Have facilitators/educators formally trained in the program model by professionals who can provide follow-up technical assistance throughout the project period to facilitators.
- Provide assurance that the grantee will obtain a sample size that supports adequate statistical power to detect program impact/effects.

- Obtain IRB approval from local institutions for the pilot and the evaluation study, which includes PREP performance measures and measures associated with the rigorous impact evaluation by the end of Phase I.
- Have Phase 2 project activities operating within at least 18 months following the Notice of Award.
- Submit and receive approval from FYSB for evaluation-related plans and reports, including but not limited to the following: evaluation abstract, implementation plan, data analysis plan, lessons learned, baseline equivalence tables, CONSORT diagrams, an impact evaluation plan, and a final impact evaluation report. Plans and reports will be submitted using templates that are subject to Office of Management and Budget (OMB) approval under the Paperwork Reduction Act (PRA). FYSB will obtain OMB approval prior to use. For more information, please reference *Section I. Program Description, Post-Award Requirements, Rigorous Evaluation.*
- Submit a manuscript related to the PREIS project to a peer-reviewed journal.
- Collect and submit all federally developed PREP performance measures (including grantee and subrecipients).
- Participate in evaluation activities to include FYSB contracted technical assistance for local evaluations that relate to this FOA.
- Submit all federally required program and financial reports in the recommended format (to be provided) in a timely manner to the Federal Project Officer and Grants Management Specialist (as requested).

Budget annually the cost of sending three key staff persons to attend a 3-day national adolescent pregnancy prevention annual grantee conference and two staff to attend one of two 2 1/2-day topical trainings. If travel is restricted at the federal or state level, the grantee should rebudget these costs. The key staff in attendance at the annual conference must include one of the lead program staff and one of the lead evaluation staff who is integrally involved in the collection of performance measures and the local evaluation data.

- Pursuant to the data rights provision of the grants regulations, 45 CFR 75.322(d), ACF has the right to ask for data collected with ACF grant funding. The Federal

Government has the right under 45 CFR 75.322(d) to obtain, reproduce, publish, or otherwise use the data produced under a federal award; and to authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes.

Medical Accuracy Review

During Phase I, programs must submit all program materials for both the intervention and control/comparison groups to FYSB for a formal review for medical accuracy and completeness. These materials include, but are not limited to, teacher manuals, student booklets, scripts and role plays, videos, podcasts, Power Point presentations, posters, pamphlets, and handouts. During this review process, grantees will be notified of any content that needs to be modified, updated, or corrected. Programs must comply with these recommendations. Programs will not be able to use any materials until after the medical accuracy review is complete and all required modifications have been made. Programs will be expected to obtain approval and finalize all program materials prior to beginning of the implementation period in Phase II.

Programs will not be permitted to make changes to materials after final approval.

PREP Performance Measures

All grantees and sub-recipient(s), including their implementation sites, will be required to collect and report information on program implementation and program outcomes through a common set of performance measures. This requirement applies to any community partners who agree to host a site or recruit program participants (e.g., school districts, non-profits). ACF does not intend to use performance measures to assess program effectiveness or impact. The purpose of the performance measures is to monitor and provide feedback about whether grantees are implementing PREP programs as intended and to demonstrate progress towards expected objectives. Performance measures can also create a foundation for program improvement efforts, prompted by federal, grantee, and program providers' examination of the data.

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

- The following are the three categories of PREP performance measures for data collection and submission:
- Structure, cost, and support for program implementation;
- Attendance, reach, and dosage; and
- Participants' characteristics, behaviors, program experiences, and perceptions of effects (through participant entry and exit surveys).

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

For more information about the PREP performance measures, including definitions, survey

instruments, and data collection tools, please see

https://www.prepeval.com/DataCollectionToolsAndGuidance.html

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

Expiration Date June 30, 2023) under PRA to request and collect performance measures.

For more information on project requirements specific to this FOA, please refer to *Section IV.2. The Project Description.*

GLOSSARY OF TERMS

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

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

Age-appropriate – The term "age-appropriate," with respect to the information in adolescent pregnancy prevention, means topics, messages, and teaching methods suitable to particular ages or age groups of children and adolescents based on developing cognitive, emotional, and behavioral capacity typical for the age or age group. (See 42 U.S.C. 713(e) (1).)"

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

Core Components – Program characteristics that must be kept intact when an intervention is being replicated or adapted for it to produce program outcomes similar to those demonstrated in the original research that provided evidence for effectiveness.

Continuous Quality Improvement – A continuous effort to assess on an ongoing basis to measurably improve the efficiency, effectiveness, performance, outcomes, and other indicators of quality in the services or processes

Dissemination – The distribution of program information and findings with the aim of encouraging program interest, support, and adoption in real-world service systems or communities.

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

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

Fidelity – The degree to which an intervention is delivered as designed. Facilitator adherence to curriculum or program implementation guidelines; that is, how well the program is implemented without compromising the core content that is essential for program effectiveness.

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

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

Inputs – The resources needed to accomplish the goals of the project.

Innovation – New products, programs, ideas, or practices that are implemented, adopted, or disseminated within groups, organizations, or networks.

Institutional Review Board-- Institutional Review Boards, or IRBs, review research studies to ensure that they comply with applicable regulations, meet commonly accepted ethical standards, follow institutional policies, and adequately protect research participants.

Logic Model – 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.

Manualize and Package – To officially record all intervention materials into a written format that can be distributed.

Medically Accurate and Complete – Verified or supported by research conducted in compliance with accepted scientific methods; and published in peer-reviewed journals, where applicable, or comprising information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete. (See 42 U.S.C. 713(e)(2).)

Memorandum of Understanding (MOU) – A written agreement between the stakeholder organization or an individual and the applicant that describes the commitments and resources that both parties will provide to support the implementation of project activities.

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

Outputs – The products and services provided as a result of the implementation of the activities.

Outcomes – The specific changes or results expected as a result of the program.

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

Promising Evidence of Effectiveness – Descriptive studies on the proposed interventions that demonstrate significant quantitative outcomes related to attitudes, intentions, or behaviors as demonstrated through references to journal articles, studies, or data.

Quasi-Experimental Design Study – Evaluation design in which subjects enrolled in the intervention are matched to similar subjects that are not receiving the intervention (other quasi-experimental designs also exist). In quasi-experimental designs participants are not randomly assigned to treatment or control groups.

Randomized Controlled Trial (also known as a random assignment study) – Evaluation design in which individuals, families, classrooms, schools, and/or communities are randomly assigned to intervention and control groups.

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

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

Youth – An individual who has attained age 10 but has not attained age 20; pregnant women who are under 21 years of age and their partners; mothers who are under 21 years of age and their partners. (See 42 U.S.C. 713(e)(4).)

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II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	$9,600,000
Expected Number of Awards:	12
Award Ceiling:	$900,000 Per Budget Period
Award Floor:	$600,000 Per Budget Period
Average Projected Award Amount:	$750,000 Per Budget Period
Anticipated Project Start Date:	09/30/2021

Length of Project Periods:

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

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

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

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

Applicants should provide a budget for the first 12-month budget period. Non-competing continuation awards will be offered for the remaining four budget periods of the project period based on the availability of funds, satisfactory progress of the grantee, and review and approval of the continuation applications.

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 PREIS 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.

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

In cooperative agreement awards, the Federal Government is seen as a partner of the grantee and has substantial involvement in the project. ACF will provide an ample amount of support to ensure that the project and the evaluation are successful at no cost to the grantees. ACYF/FYSB will provide substantial involvement beyond the usual communication, such as conference calls and site visits. ACYF/FYSB will work in partnership with the grantee and provide support to ensure success by:

- Conducting monthly meetings with grantees to monitor and assist with project activities and ensure program outcomes are achieved;
- Conducting at least one site visit during Year 1 or Year 2;
- Providing programmatic technical assistance, trainings, and resources to support grantees in meeting PREIS requirements;
- Providing all grantees with an individual research and evaluation technical assistance provider who will meet with them on a recurring basis to provide expertise, resources, and assistance related to all evaluation matters;
- Reviewing and providing final approval on all program, implementation, and evaluation plans (FYSB will obtain OMB clearance for templates used to submit all plans);
- Disseminating lessons learned and best practices from the experiences of PREIS cohorts; and
- Reviewing grantee manuscripts prior to submission for publication in a peer-reviewed journal.

III. Eligibility Information

III.1. Eligible Applicants

The following types of organization are eligible to apply:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Local and regional school districts
- Public and state-controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities/Indian housing authorities
- Nonprofits having 501(c)(3) status with the IRS, other than institutions of higher education

- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Local affiliates of national organizations
- Small businesses

Applications from collaboratives and/or consortiums must identify a primary applicant responsible for administering the grant. A primary applicant must be named in the application, and the application must include an MOU for each partnering organization.

ACYF/FYSB strongly encourages applications from Indian tribes, tribal organizations, and tribal entities, including Indian schools, tribal colleges and universities, and entities that target services to marginalized youth populations.

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*

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.*

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing"

refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

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

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

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

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

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

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

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

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

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

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

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

www.Grants.gov.

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

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

IV.2. Content and Form of Application Submission

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

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

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

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

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

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

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of Standard Forms (SFs) and OMB-approved forms, the application submission in its entirety (Project Description and Appendices files) is limited to 110 pages.

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

1. Table of Contents
2. Abstract
3. Objectives, Outcomes, and Need for Assistance
4. Approach
5. Program Performance Evaluation Plan
6. Funded Activities Evaluation Plan
7. Organizational Capacity
8. Logic Model

9. Project Sustainability Plan
10. Line Item Budget and Budget Justification

Appendices - The suggested page length for the appendices is 40 pages and must include the following:

1. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
2. Third-party Agreements/MOU
3. Letters of Support
4. Certifications and Assurances
5. Proof of Legal Status (if applicable)
6. Indirect Cost Rate Letter (if applicable)
7. PREIS Assurances

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

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

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

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

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

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

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

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

one document manually, as scanned documents may have reduced clarity and readability.

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

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

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

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

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

ACF supports the following file formats:

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

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

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

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

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

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

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

Required Forms, Assurances, and Certifications

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description

PREIS Assurances	Print and sign the assurances and submit it as an attachment to the application.	Required for all applications. The format is available in the *Appendix* section of this announcement.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
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-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member

	of a grant.	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.
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http:// www.hhs .gov/ ohrp/ assurances/ forms/index .html. General information about the HHS Protection of Human Subjects regulations can be obtained at http ://www. hhs.gov/ ohrp/ . Applicants may also contact OHRP by email (ohrp @csophs .dhhs.gov) or by phone (240-453-6900).
SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs	Submission is required for all applicants when applying for both, non-construction **and** construction activities, under the proposed project. Standard Forms must be used. Standard Forms must be submitted by the application due date. By signing and submitting the SF-424B and/or SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for non-construction and/or construction activities under the proposed project. Please see special instructions in the *Checklist* in *Section VIII. Other Information* in this announcement. Projects that include both, **non-construction and construction** activities must submit the SF-424A, B, C, and D.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/ webform. Active registration at the SAM website must be maintained throughout the application and project	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more information.

	award period. SAM registration is available at http://www.sam.gov.	

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

Disclosures must be sent in writing to:

> The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201
>
> **And to:**
>
> U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201
>
> **Fax:** (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
> **Email:** MandatoryGranteeDisclosures@oig.hhs.gov

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

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application

requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

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

Table of Contents

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

Project Summary

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

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

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

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

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation:

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

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate

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

For-Profits and Small Businesses

For-profit organizations (including small businesses) applying for funding must submit the following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e. articles of incorporation, bylaws).

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.

Applicants must provide a detailed plan for addressing PREIS requirements as referenced in *Section I. PREIS Program Design*. The plan must describe the approach the applicant proposes to take for the entire 60-month project period.

The description of the proposed project must include, at a minimum, the following elements:

- Identification of the target population and a description of why the target population is at high risk for pregnancy and/or STIs.
- A description of the estimated overall number of program participants in each year of the project for both intervention and control/comparison groups. Break out the types of participants by age groups or grade levels and by race and ethnicity.
- A detailed description of the proposed intervention, the rationale for selection of the intervention, and the applicant's prior experience with implementing the proposed intervention.
- A description of why the proposed approach is innovative and how the project fills a gap in adolescent pregnancy prevention research or availability of interventions.
- A description of the findings that have been derived from previous evaluations of the intervention that demonstrates promising evidence of effectiveness as demonstrated through a journal article, research report, or relevant data.
- Identification of at least three adulthood preparation subjects that will be incorporated into the program, the rationale for selecting the subjects, and how they will be incorporated into the intervention.
- A plan to deliver services that are medically accurate, age appropriate, culturally appropriate, and trauma informed.
- Identification of the methods used that will ensure that facilitators/educators have been or will be formally trained in the program model and how follow-up technical assistance to facilitators/educators will be provided.

Project Timeline and Milestones

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

Organizational Capacity

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

- Organizational charts;
- Resumes;
- List of Board of Directors;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation,

management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.

Applicants must describe their organizational capacity to meet the PREIS requirements as referenced in *Section I. Program Description, PREIS Program Design,* including:

• A description of previous experience implementing abstinence, teen pregnancy, and STI/HIV prevention programs.
• A description of previous experience working with and recruiting the proposed target population(s).
• A staffing plan that describes the roles, responsibilities, and time commitments for all staff and partners.
• A description of the evaluation lead's previous experience with conducting or managing rigorous impact evaluations.
• A description of the organization's approach for maintaining and managing partners. Partners may include implementation sites, referral sites, subrecipients, and supporting collaborations, coalitions, or networks.

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.

The applicant must specify how the collection of performance outcomes data incorporates the FYSB's PREP performance measures, as referenced in *Section I. Program Description, Post Award Requirements, Performance Measures*.

Applicants must also propose a plan to monitor program delivery and the fidelity to the program model (curriculum) that is being tested. The fidelity monitoring plan must include the development of fidelity monitoring tools and routine observations.

Funded Activities Evaluation Plan

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

Evaluation Questions

Applicants must propose both primary and secondary research questions as referenced in *Section I. Program Description, Program Evaluation Overview, Research Questions*, which align with the objectives and outcomes for the overall project (see *Section IV.2. The Project Description, Expected Outcomes*) and the logic model (see *Section IV.2. The Project Description, Logic Model*).

Evaluation Design

Applicants must propose a rigorous design that clearly describes a) the treatment and control/comparison conditions and the programming to be delivered; b) the eligibility and screening criteria; and c) the assignment process.

All applicants must clearly describe the treatment and control/comparison group(s) proposed for the evaluation and provide a comprehensive description of the programs and services each group will receive. See *Section I. Program Description, Program Evaluation Overview,*

Rigorous Evaluation for more information.

Applicants must clearly outline eligibility criteria and screening criteria (if applicable) that are related to the objectives of the project and the target population. Eligibility and screening criteria may include, but are not limited to, age or grade level, race/ethnicity (if this is a defining factor in the target population), and cognitive ability or reading level. Screening criteria must include prior involvement or participation in similar interventions. Applicants will also be expected to either screen out youth who have severe mental health issues and require a more intensive intervention or remove participants who present these issues during the intervention.

Applicants must describe the process that will be used for assignment, including the unit of assignment (e.g., individual, group, community level).

Applicants must identify anticipated challenges specific to research design, including contamination between the treatment and control group and any potential problems with assignment.

Methodology

The methodology section must include a description of the a) the proposed methods used to collect the data (i.e., surveys, interviews, focus groups); b) plans for development and cognitive pretesting of instruments; and c) a description of the consenting and data collection process.

Applicants must describe plans for developing measures, including cognitive pretesting with the target population. FYSB strongly discourages surveys that take youth longer than 30 minutes to complete.

Applicants must also describe all consenting and data collection processes, which includes plans for obtaining parental consent and student assent (if necessary) as well as standardized data collection procedures that ensures privacy and confidentiality. Applicants must obtain

IRB approval for all data collection instruments and procedures from local institutions (see *Section I. Program Description, Program Evaluation Overview, Rigorous Evaluation* for more information).

Pilot Study

The pilot study section must include a description of the applicant's plans to conduct a pilot study that includes the following: a) plans to pilot one cycle of the full intervention, b) an estimated number of youth that will be served during the pilot, c) a description of how youth will be recruited for the pilot, and d) a description of which implementation processes will be piloted (see Section I. *Program Description, Project Timeline*, for more information).

Applicants may propose to condense the program delivery schedule for the pilot to ensure that it is completed within the Phase I of the project (the first 12 to 18 months).

Recruitment and Enrollment

The recruitment and enrollment plan must clearly identify the approach to recruitment and enrollment, the project staff responsible for recruitment and enrollment, and the percentage of time staff are expected to devote to these tracking efforts. Applicants must describe all tracking and retention strategies they will use (i.e., special events, social media, web-based, in-person follow-up in the school and community, and school personnel) and the process for how youth will be enrolled in the study. Applicant must identify challenges to recruitment and enrollment

and describe mitigation strategies to address these challenges.

Participant Engagement and Attendance

Applicants must describe the participant engagement and retention plan to ensure that participants are engaged in the programming and attend program sessions. The plan must include a description of how applicants will assess engagement and track attendance and dosage. The applicants must also include strategies and solutions for how to remedy low or inconsistent attendance.

Retention, Tracking, and Follow-up

Applicants must describe a retention and tracking plan that clearly identifies the strategies the applicants propose to use, the project staff responsible for retention and tracking, and the percentage of time staff are expected to devote to these efforts. Applicants must describe all tracking and retention strategies they will use (i.e., special events, social media, web-based, in-person follow-up in the school and community, and school personnel). Applicants are also expected to describe anticipated challenges specific to retention and tracking and propose solutions to address these challenges.

Data Analysis

Applicants must propose a data analysis plan that must include the following: a) power analysis estimates that includes the effect size and the sample size; and b) the proposed plan for analyzing the data to address the research questions.

Applicants must propose a power analysis estimate that is consistent with the study design. The power analysis estimate must include the minimum acceptable effect size and the sample size. For the purposes of this FOA, the minimum acceptable effect size is the minimum level of change that the evaluation design must be able to detect.

Applicants must propose plans for analyzing the primary research questions as outlined in Section I. Program Description, Program Evaluation Overview, Research Questions.

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).

All applicants must create logic models that provide an overview of the entire program for the duration in which it is expected to occur. A logic model is a visual way to present and share understanding of the relationships among the resources available to implement the proposed intervention, the strategies/activities planned for implementation, and the outputs and outcomes expected. The outputs are often expressed as process objectives that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART).

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).

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

Letters of Support

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

The Project Budget and Budget Justification

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

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

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

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

proposed costs.

A minimum of 20 percent of funds must be dedicated towards evaluation activities.

If applicants are proposing a collaborative or a consortium as the primary recipient of grant funds, a budget from each project partner must be included.

Annually, applicants must budget for the cost of sending three key staff to attend a 3-day national adolescent pregnancy prevention grantee conference and two staff to attend one of two 2 1/2-day topical trainings. The key staff in attendance at the annual conference must include one of the lead program staff and one of the lead evaluation staff who are integrally involved in the collection of performance measures and the local evaluation data.

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.

Program Income

Description: The estimated amount of gross income, if any, expected to be directly generated by or earned from this project. Program income includes but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. See 45 CFR § 75.307 for more information.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

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_r

equired_electronic_0.pdf

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

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

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

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

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

Obtaining a DUNS Number may take 1 to 2 days.

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

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

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

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

- Be registered in the SAM prior to submitting an application or plan;

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

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

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

IV.4. Submission Dates and Times

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

Explanation of Due Dates

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

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

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

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

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

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

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

Paper format application submissions will be disqualified if the applicant organization has not

received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

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

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

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

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

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

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

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

check.

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

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

Acknowledgement from ACF of receipt of a paper format application:

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

IV.5. Intergovernmental Review

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

IV.6. Funding Restrictions

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

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

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

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

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

The PREIS Program allows funded agencies and organizations to assist the youth in their programs in finding services and making referrals, but such healthcare and other services may

not be paid for with PREIS funds.

PREIS programs must set aside a minimum of 20 percent of funding per year that is allocated towards evaluation activities. For more information, see *Section I. Program Evaluation Overview.*

IV.7. Other Submission Requirements

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

Submission By Mail

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

Hand Delivery

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

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

V. Application Review Information

V.1. Criteria

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

and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

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

Objectives, Outcomes and Need for Assistance	Maximum Points:16

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

1. The applicant clearly describes the objectives of the project that align with the overall objectives of the PREIS program (see *Section I. Program Description, PREIS Program Overview, PREIS Program Goal and Objectives).* (0-2 points)
2. The applicant provides the following: a) clear description of the need for the proposed project; and b) documentation of relevant teen birth data or STI rates. (0-2 points)
3. The applicant clearly describes the target population, including the age or grade, and presents a rationale for selecting the population (see *Section I. Program Description, PREIS Program Overview, Target Population)*. (0-3 points)
4. The applicant provides the following: a) clear definition of the geographic area(s) to be served by the project; b) justification for the jurisdictions that will be targeted; and c) data to support the selection of the service area(s). (0-3 points)
5. The applicant presents a clear and reasonable justification of the estimate of the number of program participants in each year of the project (for the treatment and the control/comparison groups). The estimate includes the following: a) target number; b) age groups or grades; and c) race and/or ethnicity. (0-3 points)
6. The applicant provides a well-defined logic model that demonstrates a reasonable relationship between project activities, outputs, and intended outcomes (see *Section IV.2. The Project Description, Logic Model*). (0-3 points)

Approach	Maximum Points:22

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

1. The applicant provides the following: a) a detailed description of the proposed intervention, b) a sound rationale for the selection of the intervention, and b) the theoretical framework of the intervention. (0-4 points).
2. The applicant provides an explanation for why the proposed approach is innovative as defined by *Section I. Program Description, PREIS Program Overview, Program Design, Innovative Strategies.* (0-2 points)
3. The applicant clearly describes a) the findings from previous studies of the proposed intervention that demonstrates promising evidence of effectiveness and b) the

applicant's prior experience with implementing the proposed intervention. (0-3 points)

4. The applicant a) clearly identifies the selection of at least three adult preparation subjects that will be incorporated into the intervention, b)provides a rationale for why these subjects were selected; and c) details how the selected subjects will be incorporated into the intervention (see *Section I. Program Description, PREIS Program Overview, PREIS Program Design, Adulthood Preparation Subjects)*. (0-3 points)
5. The applicant describes a reasonable plan for ensuring all program materials used are medically accurate and complete, age appropriate, culturally appropriate, and trauma informed (see *Section I. Program Description, PREIS Program Overview, PREIS Program Design).* (0-4 points)
6. The applicant clearly describes the following: a) the plan that will ensure that facilitators who will deliver the program(s) have been or will be formally trained in the program model; and b) how follow-up technical assistance to facilitators will be provided. (0-3 points)
7. The applicant provides a clear and detailed timeline for conducting the proposed activities that includes the following: a) all required activities as outlined in *Section I. Program Description, PREIS Program Overview, PREIS Program Timeline;* and b) the major milestones and target dates. (0-3 points)

Program Performance Evaluation	Maximum Points:7

In reviewing the program performance evaluation plan, reviewers will consider the extent to which the applicant provides an effective plan for monitoring program performance as described in *Section IV.2 The Project Description, Program Performance Evaluation Plan.*

1. The applicant indicates agreement and compliance to collect and report on FYSB's federal performance measures as referenced in *Section I. Program Description, Program Requirements.* (0-2 points)
2. The applicant provides a detailed description of how the data collected will be used for continuous quality improvement. (0-2 points).
3. The applicant proposes a realistic fidelity monitoring plan to ensure that the program model is being implemented as designed. (0-3 points)

Funded Activities Evaluation Plan	Maximum Points:28

In reviewing the funded activities evaluation plan, reviewers must consider the extent to which the applicant provides an effective plan for evaluation of the program as described in *Section I. Program Evaluation Overview* and *Section IV.2. The Project Description, Funded Activities Evaluation Plan.*

1. The applicant proposes at least one primary research question that is related to one the following behavioral outcomes: sexual activity, condoms, contraceptive use, or adolescent pregnancy. (0-2 points)
2. The applicant proposes an evaluation design that clearly describes the following: a) the treatment and control/comparison conditions; b) the eligibility criteria, the screening criteria (if applicable); and c) the assignment process. (0-4 points)
3. The applicant clearly describes a methodology that describes the following: a) the methods that will be used to collect the data; b) the development and testing of surveys;

and c) the consenting and data collection process. (0-4 points)

4. The applicant clearly describes a thorough participant recruitment and enrollment plan that includes the following: a) staff who will be responsible for recruitment and enrollment, b) the recruitment strategies that will be used, and c) potential challenges and proposed solutions. (0-4 points)
5. The application clearly describes a participant engagement and retention plan that a) describes how engagement will be assessed, b) outlines how attendance and dosage will be tracked, and c) potential challenges and proposes solutions related to engagement and attendance. (0-4 points)
6. The application clearly describes a detailed retention, tracking, and follow-up plan that includes the following: a) staff who will be responsible for retention, tracking, and follow-up activities, including the percentage of time devoted to these efforts; and b) the activities and/or strategies that will be used to retain, track, and follow-up with participants. (0-4 points)
7. The applicant proposes a plan to conduct a pilot that includes the following: a) plans to pilot one cycle of the full intervention, b) an estimated number of youth that will be served during the pilot, and c) a description of how youth will be recruited for the pilot (see *Section I. Program Description, Project Timeline*, for more information). (0-3 points)
8. The applicant clearly describes a data analysis plan that includes the following: a) power analysis estimates that includes the effect size and the sample size, and b) the proposed plan for analyzing the data to address the research questions. (0-3 points)

Organizational Profile	Maximum Points:19

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

1. The applicant clearly demonstrates that the organization and/or subrecipient(s) has significant experience in implementing programs that emphasize both abstinence and contraceptive education, teen pregnancy, STI, or HIV/AIDS prevention programs. (0-3 points)
2. The applicant clearly demonstrates that the organization and/or subrecipient(s) have significant experience with the proposed target population. (0-3 points)
3. The applicant provides the following: a) a detailed description of the organizational executive leadership, and b) a clearly defined board of directors' list or governance structure. (0-2 points)
4. The organization provides a detailed staffing plan that describes the following: a) roles, b) responsibilities, and c) time commitments for each proposed project and evaluation staff position, including consultants, subcontractors, and/or partners. (0-3 points)
5. The applicant a) clearly identifies an evaluation lead that has sufficient experience in conducting and managing a rigorous impact evaluation studies, and b) provides a supporting example that justifies this experience. (0-3 points)
6. The applicant clearly describes a realistic strategy for managing and maintaining partners and includes a letter of commitments or MOUs for each partner. (0-3 points)
7. The applicant provides a detailed description of its fiscal team, fiscal controls, and an explanation of how they will ensure accurate accounting of federal funds that align with

federal cost principles. (0-2 points)

Budget and Budget Justification	Maximum Points:8

In reviewing the budget and budget justification, reviewers must consider the extent to which the applicant provides a budget as described in *Section IV.2. Content and Form of Application Submission, The Project Description, The Project Budget and Budget Justification*:

1. The applicant includes a) a proposed line-item budget and b) a budget justification that is reasonable and aligned with the requirements of the FOA, including a minimum of 20 percent for evaluation. (0-3 points)
2. The applicant includes a detailed budget justification of project costs and demonstrates how cost estimates were derived. Calculations must include quantities and unit costs. (0-3 points)
3. The applicant includes costs in the budget to support attendance at the annual APP grantee conferences and one annual topical training session. (0-2 points)

V.2. Review and Selection Process

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

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

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

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

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

areas) in its pre-award decisions.

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

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

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

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

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

Approved but Unfunded Applications
Applications recommended for approval in the objective review process, but not selected for award, may receive funding if additional funds become available in the current Fiscal Year. For those applications determined as "approved but unfunded," notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

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

VI. Federal Award Administration Information

VI.1. Federal Award Notices

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

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

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

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

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

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

HHS Grants Policy Statement
The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified

in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

The following provisions from Title V of the Social Security Act Section 513 apply:

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

(i) Section 504(b)(6) of this title (relating to prohibition on payments to excluded individuals and entities). (42 U.S.C. 704(b)(6))

(ii) Section 504(c) of this title (relating to the use of funds for the purchase of technical assistance). (42 U.S.C. 704(c))

(iii) Section 504(d) of this title (relating to a limitation on administrative expenditures). (42 U.S.C. 704(d))

(iv) Section 506 of this title (relating to reports and audits). (42 U.S.C. 706, but only to the extent determined by the Secretary to be appropriate for grants made under this section.)

(v) Section 507 of this title (relating to penalties for false statements). (42 U.S.C. 707)

(vi) Section 508 of this title (relating to nondiscrimination). (42 U.S.C. 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, nondiscrimination, and conscience protections in Federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb et seq.), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), the Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar Federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

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

proselytization). Consistent with 45 CFR 87.3 (d), Such an organization also may not, in providing services funded by the Department, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

VI.3. Reporting

Performance Progress Reports: Semi-Annually

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

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

Financial Reports: Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Jessica Johnson
Administration for Children and Families
Administration on Children, Youth, and Families (ACYF)
Family and Youth Services Bureau (FYSB)
Mary E. Switzer Building
330 C Street, SW
Washington, DC 20201
Phone: (202) 260-6627
Email: Jessica.Johnson@acf.hhs.gov

Office of Grants Management Contact

Bridget Shea Westfall
Administration for Children and Families
Office of Grants Management
330 C Street, SW.
Washington, DC 20201
Phone: (202) 401-5542
Email: bridget.sheawestfall@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/.

The following resources are available to all applicants:

The Exchange- Adolescent Pregnancy Prevention Resources

https://teenpregnancy.acf.hhs.gov/ ;

Adolescent Pregnancy Prevention Research and Evaluation Resources

https://www.acf.hhs.gov/fysb/adolescent-pregnancy-prevention/evaluation

Family and Youth Services Bureau, Adolescent Pregnancy Prevention Program

https://www.acf.hhs.gov/fysb/adolescent-pregnancy-prevention

Personal Responsibility Education Program Performance Measures

http://www.prepeval.com

Application Checklist

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

What to Submit	Where Found	When to Submit
PREIS Assurances	Referenced in *Appendix A*	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C.

		Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Indirect Cost Rate Agreement (IDR)	Referenced in *Section IV.2. The Project Budget and Budget Justification*. The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the *Overview* and *Section IV.4. Submission Dates and Times*, it may be submitted prior to the award of a grant.
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*.

SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. All forms are ***required*** for applications under this FOA for projects that include both non-construction **and** construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 at https://obamawhitehouse.archives.gov/omb/grants_spoc as indicated in *Section IV.5. Intergovernmental Review* of this announcement.	Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the

		Overview and in *Section IV.4. Submission Dates and Times.*
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.

		Active registration at SAM must be maintained throughout the application and project award period.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission*

		Dates and Times.
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Referenced in *Section IV.2. Forms, Assurances, and Certifications*. See http://www.hhs.gov/ ohrp/ assurances/ forms/ index.html for additional information. This form is available in the FOA's forms package at www.Grants.gov	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.4. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and*

		Times.
Approach	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.
Program Performance Evaluation Plan	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*. ,Submission due by the application due date found in Overview and Section IV.4. ,Submission due by the application due date found in Overview and Section IV.4.
Funded Activities Evaluation Plan	Referenced in *Section IV.2. The Project Description*.	Submission due by the application due date found in *Overview* and *Section IV.4*.

Appendix

ASSURANCES

Personal Responsibility Education Program Innovative Strategies (PREIS)

HHS-2021-ACF-ACYF-AP-1928

All applicants submitting an application under this FOA must sign and submit the following certifications with their application package. Print the document. The Assurance must be signed and dated by the applicant organizations Authorized Organizational Representative (AOR).

Scan the document into PDF format and submit it with the application at www.Grants.gov. *See Section IV.2. Required Forms, Assurances, and Certifications for more information on submission of this document.*

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

1. All medical materials proposed in this application and funded during the project period of this grant are medically accurate.
2. Our organization has complied with all the PREIS requirements as outlined in *Section I. Program Description, PREIS Program Overview, PREIS Program Design* of this FOA in preparing and submitting the PREIS application.
3. Our organization and any partners, contractors, and subrecipients will collect and submit all PREP performance measures.
4. Our organization and all partners agree to participate in a rigorous federal evaluation.

Insert Date of Signature:

Print Name and Title of the AOR:

Signature of AOR: