FON:	HHS-2008-ACF-ACYF-AEGP-0125
Title:	State Abstinence Education Grant Program (AEGP)
Program Office:	ACYF
Drafter:	Jeanne Monahan
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Review Due:	

DEPARTMENT OF HEALTH & HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

Program Office:	Family and Youth Services Bureau; Administration on Children, Youth and Families
Funding Opportunity Title:	State Abstinence Education Grant Program (AEGP) for FY 2009 through FY 2013
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2008-ACF-ACYF-AEGP-0125
CFDA Number:	93.235
Due Date for Applications:	7/31/2008

Executive Summary

The State Abstinence Education Grant Program was extended through June 30, 2008, under P.L. 110-173—The Medicare, Medicaid, and SCHIP Extension Act of 2007. This program announcement instructs States in how to apply for funding for FY 2009; awards are contingent upon Congressional re-authorization or the continued extension of the authorization and funding of the program.

The Office of Grants Management sends quarterly notices of grant award to fiscal staff within State agencies that are on record in the U.S. Department of Health and Human Service Payment Management System as the appropriate recipients for such notices. If the State applicant wants to change the address or the recipient of the official Notice of Grant Award, the State must indicate so in the cover letter that accompanies the application. The address can only be changed at the beginning of the grant award.

The Family and Youth Services Bureau (FYSB) is accepting applications from States and Territories for the development and implementation of the State Abstinence Education Grant Program. The purpose of this program is to support decisions to abstain from sexual activity until marriage by providing abstinence education as defined by Section 510(b)(2)of the Social Security Act with a focus on those groups that are most likely to bear children out-of-wedlock.

Pending re-authorization or the continued extension of the authorization and funding of the program, grants will be available to 59 States and Territories. Award amounts available to each entity are determined by a formula using the State's proportion of low-income children compared to the total number of low-income children in the United States. Data used for calculations is the most recently published U.S. Census Data for Children in Poverty.

Under this program announcement, States are applying for funds for FY 2009 through FY 2013 and will not be required to submit applications for the years FY 2010 through FY 2013 unless there are material changes made to the program. See *Section II, Award Information*, for more details.

The authorized representative, established under State law, shall apply for and administer the Section 510 State Abstinence Education Program. A signed letter from the authorized representative must accompany each application; it should include documentation establishing the authorized representative's authority to apply for and administer State Abstinence Education Grant Program funds on behalf of the State.

The application may be developed solely by the authorized representative or in consultation with the State Maternal and Child Health Services Agency (as outlined by Sec. 505(a)(5)(F) of the Social Security Act) and/or other relevant State agencies such as the State Department of Education.

Approved Fiscal Year (FY) 2009 applications will be designed to support decisions to abstain from sexual activity until marriage by providing abstinence education, as defined by Section 510(b)(2) of the Social Security Act, to groups identified by the State as most at risk for out-of-wedlock births.

I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

This announcement and Federal law govern the proposed award of formula grants under P.L. #104-193, signed into law in August 1996, which added a new formula grant program (Section 510) of the Social Security Act. The State Abstinence Education Grant Program was extended through June 30, 2008, under P.L. 110-173—The Medicare, Medicaid, and SCHIP Extension Act of 2007. This program announcement instructs States in how to apply for funding for FY 2009; awards are contingent upon Congressional re-authorization or the continued extension of the authorization and funding of the program.

<u>Section 510 of the Social Security Act</u>
"(a) For the purpose described in subsection (b), the Secretary shall, for fiscal year 1998 and each subsequent fiscal year, allot to each State which has transmitted an application for the fiscal year under Section 505(a) an amount equal to the product of—
(1) the amount appropriated in subsection (d) for the fiscal year; and
(2) the percentage determined for the State under Section 502(c)(1)(B)(ii).

(b) (1) The purpose of an allotment under subsection (a) to a State is to enable the State to provide abstinence education, and at the option of the State, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity, with a focus on those groups which are most likely to bear children out-of-wedlock.

(2) For purposes of this section, the term "abstinence education" means an educational or motivational program which—

(A) has as its exclusive purpose, teaching the social, psychological, and health gains to be realized by abstaining from sexual activity;

(B) teaches abstinence from sexual activity outside marriage as the expected standard for all school age children;

(C) teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems;

(D) teaches that a mutually faithful monogamous relationship in the context of marriage is the expected standard of human sexual activity;

(E) teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects;

(F) teaches that bearing children out-of-wedlock is likely to have harmful consequences for the child, the child's parents, and society;

(G) teaches young people how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and

(H) teaches the importance of attaining self-sufficiency before engaging in sexual activity.

(c) (1) Sections 503, 507, and 508 apply to allotments under subsection (a) to the same extent and in the same manner as such sections apply to allotments under Section 502(c).

(2) Sections 505 and 506 apply to allotments under subsection (a) to the extent determined by the Secretary to be appropriate.

(d) For the purpose of allotments under subsection (a), there is appropriated, out of any money in the Treasury not otherwise appropriated, an additional $50,000,000 for each of the fiscal years 1998 through 2002. The appropriation under the preceding sentence for a fiscal year is made on October 1 of the fiscal year."

B. Background of Funding for the State Abstinence Education Grant Program

The Importance of State Support for Abstinence-until-Marriage Education

A prevalent practice of the American culture is to become sexually active before marriage. Unfortunately, many communities receive little information about the physical and emotional benefits that may be found, both before and after marriage, by abstaining from sex before marriage. Likewise, teens and adults most at risk for out-of-wedlock births often lack adequate information or training on long-term benefits for postponing sex until marriage.

Out-of-Wedlock Births Rates

Since 1970, out-of-wedlock birth rates in the United States have continued to rise. Contrary to popular opinion, the out-of-wedlock births are most prevalent among women in their twenties, not among teens. For example, according to the National Center for Health Statistics report, "Births: Preliminary Data for 2005," of 1,525,345 births to unmarried women of all ages for that year, a total of 1,175,795 were to women ages 20 and above, while only 349,551 were to women below the age of 20. [Hamilton 2007].

Other findings of the same report include:

- Over one-half of births to women aged 20-24 years and nearly 3 in 10 births to women aged 25-29 years were to unmarried women.
- All measures of childbearing by unmarried women increased to record levels for the Nation in 2005 according to preliminary data. The total number of births rose 4 percent to 1,525,345, compared with 1,470,189 in 2004. During 2002-2005, the number increased 12 percent overall.
- The birth rate among unmarried women increased 3 percent in 2005 to 47.6 per 1,000 aged 15-44 years, up from 46.1 in 2004.
- The proportion of births to unmarried women increased in 2005 to 36.8 percent, compared with 35.8 percent in 2004. The proportions increased for all population subgroups by race and Hispanic origin.

The report also found that among teens, in 2005, well over four in five births to teenagers were non-marital. In fact, teen pregnancy and birth rates for the United States (U.S.) are higher, year after year, than for other developed nations such as England, Italy, Canada, and Japan [Abma 2004].

Health Impact of Single Parent Households
Children in single-parent homes experience an increased risk for health issues than those in two-parent homes. According to the National Center for Health Statistics' *Summary Health Statistics for U.S. Children: National Health Interview Survey, 2005*:

- Children in single-mother families (7%) were one and one-half times as likely to have been absent from school for 11 or more days in the past 12 months due to illness or injury compared with children in two-parent families (4%);
- Children in single-mother families were more likely to have been unable to get medical care or to have delayed medical care compared with children in two-parent families; and
- Children in single-father families (10%) were more likely to have no usual place of health care compared with children in two-parent families (4%) or single-mother families (5%) [Bloom 2006].

Economic Impact of Single Parent Households
From 1959 to 2005, 31.1 percent of families led by a single mother were living in poverty, whereas 5.1 percent of families led by married parents were living in poverty [U.S. Bureau of the Census 2006].

Children whose parents divorce or don't marry are more likely to become young unwed parents, to divorce themselves, and to have unhappy marriages and/or relationships [Hetherington 2002].

<u>Sexually Transmitted Diseases among Teens and Young Adults</u>

Adolescents and young adults are disproportionately at risk for acquiring sexually transmitted diseases (STDs). According to the Centers for Disease Control and Prevention (CDC) report, *Sexually Transmitted Disease Surveillance, 2006,* "Recent estimates suggest that while representing 25% of the ever sexually active population, 15- to 24-year olds acquire nearly one-half of all new STDs" [Centers for Disease Control and Prevention 2006].

Specific observations from the report for three STDs include the following:

Chlamydia

After adjusting trends in chlamydia positivity to account for changes in laboratory test methods and associated increases in test sensitivity, chlamydia test positivity in 15- to 19-year-old women decreased in two of 10 HHS regions between 2005 and 2006, increased in seven regions, and remained the same in one region.

Numerous prevalence studies in various clinic populations have shown that sexually-active adolescents have high rates of chlamydial infection. The Infertility Prevention Project (IPP) provides routine screening for detecting chlamydial infections among women attending family planning clinics. IPP prevalence data demonstrate that younger women consistently have higher positivity than older women, even when overall prevalence declines.

Gonorrhea

For the second consecutive year, gonorrhea rates for persons 15 to 19 and 20 to 24 years of age increased. Between 2005 and 2006, the increase for those 15 to 19 years of age was 6.3%, and for those 20 to 24 years of age was 4.4%.

As in previous years, in 2006 15- to 19-year-old women had the highest rate of gonorrhea (647.9 per 100,000 population) compared to any other age/sex group.

In 2006, as in previous years, 20- to 24-year-old women had the second highest rate of gonorrhea (605.7 per 100,000 population) compared to any other age/sex group.

Gonorrhea rates for 15- to 19-year-old men increased 8.4% from 257.5 per 100,000 population in 2005 to 279.1 per 100,000 population in 2006.

As in previous years, in 2006, 20- to 24-year old men had the highest rate of gonorrhea (454.1 per 100,000 population).

Primary and Secondary Syphilis

Syphilis rates among 15- to 19- year-old women have increased since 2004 from 1.5 cases per 100,000 population to 1.9 in 2005 and to 2.3 in 2006. Rates in women have been the highest each year in the 20 to 24 year age group. In this age group there were 2.9 cases per 100,000 population in 2006.

In men, rates among those 15 to 19 years of age have increased since 2002 from 1.3 cases per 100,000 population in 2002 to 2.3 in 2005 and 3.1 in 2006. Rates in men have been the highest each year in the 35 to 39 year old age group. There were 13.5 cases per 100,000 population in 2006.

<u>Costs of Adolescent Pregnancy for Society</u>

According to a 2006 report published by the National Campaign to Prevent Teen Pregnancy, in 2004, births to teens cost taxpayers at least $9.1 billion. Most of the costs are related to the welfare of the children [Hoffman 2006].

The Need for Abstinence-Until-Marriage Education

Those who delay sex until marriage avoid out-of-wedlock births in both their teen and adult years and all the subsequent consequences for mother, child, and father. They decrease the likelihood of acquiring a sexually transmitted disease.

The Family and Youth Services Bureau (FYSB) in the Administration for Children and Families (ACF) administers the State Abstinence Education Grant Program. This program complements other programs administered by FYSB that work to prevent young people's involvement in risky behavior such as alcohol, drug use and crime; provides youth with healthy messages about their bodies, their behaviors, and their interactions; and supports youth in making the healthy decision to postpone sexual activity until marriage.

Flexibility of States

The definition of "abstinence education," set forth at Section 510(b)(2) of the Social Security Act, provides that State Abstinence Education Grant Program funds must be spent on activities that have "*as [their] exclusive purpose*, teaching the social, psychological, and health gains to be realized by abstaining from sexual activity." (Emphasis added.) Thus, States may not use State Abstinence Education Grant Program funds for contraceptive education. However, State agencies and community organizations that receive a Federally funded abstinence education grant are not precluded from implementing contraceptive education, as long as it is implemented in a separate time and place from the Federally funded abstinence program. In this way, Federally funded abstinence education is another "tool in the toolbox" that HHS offers States in combating out-of-wedlock pregnancy. Likewise, youth that participate in Federally funded abstinence education programs are not precluded from accessing contraceptive education through school health classes or other community-based programs.

Federal abstinence grants do not force States into an "either-or" decision for how to approach teen pregnancy prevention. Rather, Federal abstinence education grants empower providers to give focused support for abstinence, which is the only 100% effective strategy for avoiding unplanned pregnancy and the transmission of STD, while maintaining contraceptive education strategies through other programs for youth who choose to be sexually active. For example, if a school offers a comprehensive sex education course, the school may apply for a sub-grant with the State to use abstinence-until-marriage funds in many ways, such as:

- Offer a course for youth that want or are recruited for additional support for abstinence;
- Develop a mentoring program for youth that want support for abstinence;
- Hold an in-school or after-school abstinence education program that is designed for youth most at risk;
- Develop and distribute materials to parents to help them support youth in delaying sex until marriage;

Also, community-based agencies may apply for a sub-grant with the State to use abstinence-until-marriage funds to provide abstinence-only programs to schools. As long as the grantee is exclusively promoting abstinence education as a stand-alone program, the grantee is not responsible for what the school is doing in separate times or settings.

Youth exist in every State who are at high-risk for giving birth and who can benefit from a program that focuses exclusively on helping them delay sexual activity until marriage. Data from the 2005 Youth Risk Behavior Surveillance System (YRBSS) shows that a majority of high-school age youth are choosing to abstain from sexual activity. State Agencies can help educate young people and create an environment within communities that supports teen decisions to postpone sexual activity until marriage.

State agencies that receive abstinence education funds support the needs of youth that want to delay sex until marriage through a targeted program just as they meet other specific needs through other targeted programs, such as those designed for:

- youth who are sexually active;
- low-income mothers;
- children born with disabilities;
- youth who are runaway;
- youth who need educational assistance; and
- children whose fathers are not paying child support.

C. Purpose, Priorities and Scope of the State Abstinence Education Grant Program

Purpose

To support decisions to abstain from sexual activity until marriage by providing abstinence education as defined by Section 510(b)(2) of the Social Security Act with a focus on those groups that are most likely to bear children out-of-wedlock.

Priorities

Groups Most at Risk for Out-of-Wedlock Births

States should identify groups within the State that are most likely to bear children out-of-wedlock and choose their focal population(s) from within those groups. The groups may be identified based on a number of factors such as age groups, regional areas of the State with higher rates of out-of-wedlock births, social conditions, or a combination of factors. States are reminded that, while they may focus on groups most likely to bear children out-of-wedlock, States may not deny services to any person based on their race, sex, religion, physical limitation, or national origin.

Age

The most recent data from the National Center for Health Statistics on the rates of births to unmarried parents indicate that adolescents and/or adults within the age range of 12 through 29 years old are most likely to bear children out-of-wedlock among all age groups. ACF collects data on service recipients in these age groups. However, a State may serve recipients in any age group if the State demonstrates with data that the proposed population represents those groups that are most likely to bear children out-of-wedlock within the State.

Regional Area

Community-, city- or county-level data are available in most States, and some grantees choose to prioritize abstinence education funds based on regional variances in pregnancy and birth rates.

Social Conditions

Social conditions often associated with increased risk for out-of-wedlock births include having low scholastic achievement, having little connection to parents, having peers that are highly engaged in risky behaviors, living in poverty, being raised in a single-parent household, having a parent or sibling that was a teen parent, being raised in the foster-care system, or other research-related social risk factors.

Training

Other groups in the State, such as parents or professionals, may need training in how to support decisions to delay sexual activity until marriage. These groups may also be included in the State's proposed focal populations and should be supported with data.

Program Effectiveness

The Administration for Children and Families encourages the following priorities in order to increase program effectiveness:

- The use of intense, high dosage (at least 14 hours) programs implemented over a long period of time [Kirby, 2001];
- The use of programs that continue to serve youth beyond middle school [Trenholm 2007];
- The use of programs that encourage and foster peer support of decisions to delay sexual activity [Trenholm 2007];
- The use of programs designed to help parents help their children avoid premarital sexual activity, based on research findings that parents are a primary influence of teen sexual decisions [Blum 1998];
- The use of follow-up sessions and "check-ins"— intermediate follow-up in three to six months (as is convenient for the academic year) and long-term follow-up in a year (and continuing in future years if possible)—to help service recipients deal with the continual bombardment of cultural messages urging sexual activity, based on research that for some teens, exposure to sexual content in music, movies, television, and magazines accelerates sexual activity and increases their risk of engaging in early sexual intercourse [Brown 2006].

Scope

All aspects of the proposed program must be consistent with the definition of abstinence education set forth at Section 510(b)(2)(A-H) of the Social Security Act. Applicants should demonstrate, element by element, how the State will meaningfully address each of the eight elements to Section 510(b)(2)(A-H) of the Social Security Act. The State may demonstrate through a variety of means, such as descriptions of program components, curricula, materials, etc.

D. Other Program Requirements

All grantees should budget annually the costs of sending at least one key staff person to attend 1) the three-day national abstinence education grantee meeting in Washington, D.C., and 2) the two- or three-day regional meeting for abstinence education grantees in their region. Each meeting provides specific training for State Abstinence Education Program Coordinators and important program requirement updates. Grantees may send more than one key staff person to the national meeting.

E. For Further Information

Regarding program design, contact:
Scott Riggins
Acting Director
FYSB/Abstinence Education Division
Portals Office Building, Suite 800
1250 Maryland Avenue, SW.
Washington, DC 20024
Tel: 202-401-9205
Fax: 202-401-7038
E-mail: Scott.Riggins@acf.hhs.gov

Or, The Division of Abstinence Education, 202-401-9205

Regarding fiscal or business information, contact:
Mr. Manolo Salgueiro
Financial Management Specialist
Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
370 L'Enfant Promenade, SW.
Washington, DC 20447
Telephone: 202-401-5627
Fax: 202-401-5644
E-mail: Manolo.Salgueiro@acf.hhs.gov

II. AWARD INFORMATION

Funding Instrument Type
Mandatory Grant

Anticipated Total Priority Area Funding
The State Abstinence Education Grant Program was extended through June 30, 2008, under P.L. 110-173—The Medicare, Medicaid, and SCHIP Extension Act of 2007. This program announcement instructs States in how to apply for funding for FY 2009; awards are contingent upon Congressional re-authorization or the continued extension of the authorization and funding of the program.

If Congress maintains the same funding level, a total of $50,000,000 is available for each budget year.

Anticipated Number of Awards
A total of 59 States and Territories could be awarded funding.

Length of Budget Periods/Carry Over of Expenditures
In accordance with Section 503 of the Social Security Act, "Any amount payable to a State under this title from allotments for a fiscal year which remains unobligated at the end of such year shall remain available to such State for obligation during the next fiscal year." For example, funds appropriated and allocated to the States in FY 2009 (starting October 1, 2008) are available for obligation and expenditures through September 30, 2010. Two-year budget periods are contingent upon Congressional re-authorization or the continued extension of the authorization and funding of the program. Under extenuating circumstances, States may be granted permission to carry funds into a third fiscal year.

Length of Project Periods
The project period under this program announcement is 60 months. Applications submitted by States cover funding for FY 2009 through FY 2013. States will not be required to submit additional applications for the years FY 2010 through FY 2013 unless there are material changes made to the program. Therefore, States must address their anticipated activities not only for FY 2009, but also for FY 2010-2013. States will have the opportunity to amend their applications for each of the fiscal years FY 2010 through FY 2013 if their anticipated activities materially change.

States will submit one budget information form (SF-424A) with their FY 2009 application, which will be reviewed in light of their proposed activities for the entire five-year project period. Only if States submit annual amendments that significantly affect their budget information for that fiscal year (such as 10% of funds being transferred from one section to another), will they need to submit updated budget summaries.

Allocations
Grants awarded to each State are determined by a formula using the State's proportion of low-income children compared to the total number of low-income children in the U.S. based on the most recent Census data for children in poverty. For each fiscal year, the allotment for each State or Territory will be updated based on census data published in July of the previous fiscal year and will be communicated to States by August 15 of the preceding fiscal year.

Census data are unavailable for the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau. Thus, the allocations for these three entities are instead based on the amounts allocated to them by HHS in prior fiscal years.

See *Appendix A* for FY 2008 estimated allotments.

Approved Application

States that submit approved applications will receive a grant award with a project period of October 1, 2008 through September 30, 2013. States will not be required to submit applications for the years FY 2010 through FY 2013 unless there are material changes made to the program.

III. ELIGIBILTY INFORMATION

A. Eligible Applicants

The authorized representative, established under State law, shall apply for and administer the Section 510 State Abstinence Education Program. A signed letter from the authorized representative must accompany each application; it should include documentation establishing the authorized representative's authority to apply for and administer State Abstinence Education Grant Program funds on behalf of the State.

The application may be developed solely by the authorized representative or in consultation with the State Maternal and Child Health Services Agency (as outlined by Sec. 505(a)(5)(F) of the Social Security Act) and/or other relevant State agencies such as the State Department of Education.

A total of 59 States and Territories are eligible. Eligible entities include all 50 States, the District of Columbia, American Samoa, Guam, the Republic of the Marshall Islands, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, the Republic of Palau, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands [45 Code of Federal Regulations (CFR) Part 96.2].

B. Cost Sharing or Matching

The applicant must fund at least 43% (3/7) of the project's total cost with non-federal resources while ACF will fund no more than 57% (4/7) of the project's total cost (section 503 (Payments to States) of the Social Security Act). For example, if a State's award is for $100,000, the State must provide a match of $43,000, which may be State dollars, local government dollars, private dollars, such as foundation dollars, or in-kind support.

The non-Federal match must be used solely for the activities enumerated under Section 510 of the Social Security Act and must be accounted for on the Financial Status Report (SF-269A).

C. Other

Sub-Awards

States may fund sub-awards with the State Abstinence Education Grant Program award and may pass on match requirements to sub-awardees.

Unallowable Activities

Neither the State nor any of its sub-awardees may use Federal or matching funds under this award to support inherently religious activities, including, but not limited to, religious instruction, worship, prayer, or proselytizing (45 CFR Part 87).

The definition of "abstinence education," set forth at Section 510(b)(2) of the Social Security Act, provides that State Abstinence Education Grant Program funds must be spent on activities that have "as [*their] exclusive purpose,* teaching the social, psychological, and health gains to be realized by abstaining from sexual activity." (Emphasis added). Therefore, neither the State nor any of its sub-awardees may use Federal or matching funds under this award to promote the use of contraception. (However, grant recipients may do so with *other* funding, as long as such programs are conducted in a separate time and setting from the Federally funded abstinence education program.)

Medical Accuracy

Section 317P(c)(2) of the Public Health Service Act
Mass produced educational materials that are specifically designed to address sexually transmitted diseases (STDs) are required by Section 317P(c)(2) of the Public Health Service Act to contain medically accurate information regarding the effectiveness or lack of effectiveness of condoms in preventing the STDs the materials address.

Grantees are not required to provide information on contraception except in the instances where they produce materials subject to Section 317P(c)(2) of the Public Health Service Act. In general, information on contraceptives, if included, must be medically accurate and should include information on the effectiveness or lack of effectiveness of the type of contraception discussed in the curriculum.

States must provide a plan to ACF on how they will ensure that program materials will be reviewed for medical accuracy. For example, a grantee may have an internal review board or an advisory board of medical professionals.

Should ACF find medically inaccurate information during the review process, or at any time during the grant project period, grantees will be required to correct the inaccuracies.

Reasonable Costs

ACF supports reasonable and necessary costs for grants within the scope of approved projects.

Funding Restrictions

Neither the State nor any of its sub-awardees may use Federal or matching funds under this award to support inherently religious activities, including, but not limited to, religious instruction, worship, prayer, or proselytizing (45 CFR Part 87).

Neither the State nor any of its sub-awardees may use Federal or matching funds under this award to promote the use of contraception. (However, grant recipients may do so with *other* funding, as long as such programs are conducted in a separate time and setting from the Federally funded abstinence education program.)

IV. APPLICATION SUBMISSION AND FORMAT INFORMATION

A. Contact Information Related to this Application

Scott Riggins
Acting Director
FYSB/Abstinence Education Division
Portals Building, Suite 800
1250 Maryland Avenue, SW
Washington, DC 20024
Phone: (202)401-9205
Fax: (202) 401-7038
E-mail: Scott.Riggins@acf.hhs.gov

B. **Submittal and Copy Requirements**

Submission Dates and Times
The application is due July 31, 2008.

Extension of Deadlines
States and Territories may send a written request for an extension of the deadline to Scott Riggins by email to Scott.Riggins@acf.hhs.gov or by a fax to (202) 401-7038.

Number of Copies
Include one original application and one full copy with all attachments. Email an electronic copy of the abstract only in Word or Excel to Scott.Riggins@acf.hhs.gov for ACF's purpose of compiling a list of State activities.

Transmittal Letter
With all copies include a signed transmittal letter from the administering agency's authorized representative that includes a citation of the authorized representative's authority to apply for and administer funds on behalf of the State.

Mail Submission and Hand Delivery
Mail or hand deliver your application to the address below. To send your application by mail, you may use any delivery service. Applications that are hand delivered will be accepted between the hours of 8:00 a.m. and 4:30 p.m., Eastern Time, Monday through Friday (excluding Federal holidays). When you arrive at the building, call the main telephone line from the lobby. Someone will meet you in the lobby to receive the application. The main telephone line number is: (202) 401-9205.

Scott Riggins
Acting Director, Abstinence Education
Administration for Children & Families
U.S. Department of Health and Human Services
Portals Office Building, Suite 800
1250 Maryland Avenue, SW.
Washington, DC 20024

Electronic Submission
Applicants may choose to send an electronic copy of a complete signed application in Printable Document Format (PDF) to Scott.Riggins@acf.hhs.gov. However, the electronic version does not replace the original and hard copy but may be used by ACF to expedite the review process. Only PDF copies of *signed* documents will be accepted as an electronic copy. The PDF copy must be submitted in one document that comprises all parts of the application.

C. Application Format

- Use standard sized paper (8 ½ x 11 inches).
- Use a font size no smaller than Arial 10 or Times New Roman 12.
- Clearly number all pages (including forms, narrative, and appendices) in one serial number set, handwritten if necessary.

- Include a table of contents.

- Submit all materials UNSTAPLED AND UNBOUND.

- Limit the Project Narrative to as few pages as possible and no more than 30 pages.

D. Intergovernmental Review

This program is not subject to State review by Executive Order 12372 and does not require review by the State's State Single Point of Contact (SPOC).

E. Other Submission Requirements

States are required to submit any relevant sub-award documents as described in *Section V, 13-16*. In some cases, States do not release Requests for Proposals or identify sub-awardees until after the Federal grant is awarded. In such cases, the State should clearly explain in their application the expected date that the State will submit the required documents.

V. APPLICATION CONTENT INFORMATION

A. Application Checklist

Submit all documents in the order listed in the checklist. Each item is described in more detail in *Section V.B*. Hold the control key down and click on the item to jump to more details below.

FY 2009 State Abstinence Education Grant Program Application Checklist
1. Table of Contents
2. Letter from the Authorized Representative
3. Application Summary—SF-424
4. Application Abstract
5. Application Narrative
6. Appendices
7. Certification Regarding Lobbying
8. Certification Regarding Environmental Tobacco Smoke
9. Assurances
10. D-U-N-S Number Verification
11. Budget Information Form—SF-424A
12. Budget Justification
13. Sub-Contracts—Itemized Budgets
14. Sub-Contracts—Proposed Scope of Work
15. Sub-Contracts—Formal Agreements
16. Sub-Contracts—Compliance with the Legislative Priorities

B. Application Components

Each application must include the following components placed in the order given:

1. Table of Contents

Provide a table of contents that includes all items listed in the application checklist.

2. Letter from the Authorized Representative

The transmittal letter signed by the Authorized Representative must include the Code of Federal Domestic Assistance (CFDA) Number 93.235 and "Abstinence Education" as the priority area to which the application is responding. The letter should also include a citation of the authority of the authorized representative to apply for and administer funds on behalf of the State.

IMPORTANT: The Office of Grants Management sends quarterly notices of grant award to fiscal staff within State agencies that are on record in the U.S. Department of Health and Human Service's Payment Management System as the appropriate recipients for such notices. If the State applicant wants to change the address or the recipient of the official Notices of Grant Award, the State must indicate so in the cover letter that accompanies the application. The address can only be changed before the first quarter award is made each year.

3. Application Summary—SF-424

As the application summary, Standard Form-424 version 02 (SF-424) is an important form that Federal program administrators refer to repeatedly for program and contact information. A fillable and savable version of the form is available at: http://www.acf.hhs.gov/grants/grants_resources.html.

- For the CFDA Number (box 11), enter 93.235.
- For the CFDA Title, enter "Abstinence Education Program."
- For the estimated funding (box 18), make sure that all totals match those provided on the budget summary (SF-424A).

4. Application Abstract

See example for this section in *Appendix B*.

The application abstract serves to provide Federal staff with a summary of the applicant's most important program information. By formatting the information through bulleted lists rather than through narrative, program office staff and State Coordinators from other States can quickly identify the program strategies used in the State.

Include in your abstract the following information.

Contact and Grant Request Information

State:
Fiscal Year:

Grant allocation amount:

	Prefix	First and Last Name	Suffix	Title	Telephone	Email Address

Contact Person
Project
Director
Authorized
Representative

Additional Staff to Receive Correspondences:
Any Additional Pertinent Information such as Abstinence Program Web Site:

Summary of Proposed Program Narrative

Summarize each of the proposal components listed below with a short bulleted list:

1. Proposed focal population(s)
2. Needs of focal populations
3. Overall activities (in-class instruction, media campaign, etc.)
4. Overall mechanisms (competitive bid, inter-agency agreement, etc.)
5. Monitoring strategies
6. Service recipients involved in designing or implementing the State's proposed program
7. At least 2 program-related objective outcome measure(s)
8. Proposed sub-awardees with contact information (grantees, contractors)
9. Sources of non-Federal funds

5. Application Narrative

Important: The project period under this program announcement is 60 months. Applications submitted by States cover funding for FY 2009 through FY 2013. States will not be required to submit additional applications for the years FY 2010 through FY 2013 unless there are material changes made to the program. Therefore, States must address their anticipated activities not only for FY 2009, but also for FY 2010-2013. States will have the opportunity to amend their applications for each of the fiscal years FY 2010 through FY 2013 if their anticipated activities materially change.

Use each of the headings in bold below throughout the application narrative. This will help the applicant, the reviewer, and Federal staff to gain a clear picture of the proposed program.

Description of Problem and Need

This section requires the applicant to establish a simple needs-assessment of problems related to pre-marital sex in the State and which groups are most at risk for out-of-wedlock births and have the greatest need for abstinence education, as defined by Section 510(b)(2) of the Social Security Act. Adults such as parents or professionals that desire training in how to support decisions to delay sexual activity until marriage may also be included as focal populations.

The discussion may include brief descriptions of existing programs and/or gaps thereof that address the problems. However, the applicant should avoid detailed descriptions of these programs. The goal is not to describe all programs and activities in the State but rather to demonstrate that the applicant has assessed how best to use the available grant funds.

Focal Population

See examples for this section in *Appendix C*. Examples are not directives for content.

From the identified *potential* focal populations, the State should identify those with greatest need that it will serve. Also, describe any analysis that was conducted to identify these groups.

The applicant should describe the proposed focal groups in detail and demonstrate how and why they were chosen. In cases where groups have equal needs, the State may describe how infrastructure, systems, local support, feasibility and service recipient participation were considered in identifying focal populations.

While ACF places a priority on reaching 12-18 year-old youth and 19-29 year-old adults as groups that fall within age ranges responsible for the highest rates of out-of-wedlock births, the applicant may serve other age groups that are supported with data to be at greatest risk for out-of-wedlock births.

The applicant should *not* include a list of important needs for reaching the focal population(s) in this section but in the appropriate section below.

End this section with a clear bulleted list of the proposed focal populations.

Implementation Plan

See examples for this section in *Appendix C*. Examples are not directives for content.

Develop an implementation plan based on the problem and need for reaching the proposed focal population(s). Develop and identify goals, activities, mechanisms, and a short set of broad steps that will be used to implement the activities. For each step include the responsible party, the expected outputs, and the start and end dates.

The applicant should involve service recipients in this process and describe how they were involved. Also, describe how the State proposes to involve service recipients in the actual implementation of the proposed plan.

ACF encourages the use of **logic models** and the inclusion in the proposal of any logic models that have been developed that support the implementation plan. Additional information about the development of logic models is available on the internet at http://www.pal-tech.com/web/postconference/summaries.cfm?id=10.

Grant applicants should include in their budget and implementation plan the attendance of at least one staff person at a grantee meeting to be held in the Washington, DC area annually. The costs for attendance should address travel, lodging, meals, incidentals, and a registration fee of no more than $200.

Barriers

Describe any potential barriers to the implementation plan and how the State proposes to overcome the barriers.

Mechanisms

If the State plans to develop formal partners, describe the mechanisms that will be used and the types of services they will provide. Describe how the State will develop official documents in such a way as to assure program integrity to the proposed plan and the priorities of the State and of ACF, including compliance with the legislative definition of abstinence education.

Formal partners are those with whom the State will establish legal agreements through grants, contracts, inter-agency agreements, memoranda of agreement, memoranda of understanding, etc.

Monitoring

If the State plans to develop formal partners, develop and describe a monitoring plan the State will use to assure program integrity to the proposed plan and the priorities of the State and of ACF, including compliance with the legislative definition of abstinence education. States are required by Federal law to monitor sub-awards (45 CFR 92.40).

Coordination

Describe the proposed coordination of the program with groups such as:
- ACF Community-Based Abstinence Education Program grantees in the State;
- Other abstinence-until-marriage education programs funded by public or private funding sources; and
- State Abstinence Education Grant Programs in other States.

Service Recipient Involvement

Briefly describe how the State proposes to make the State's proposed plan public within the State after its transmittal to ACF in such a manner as to facilitate comment from any person (including service recipients and any Federal or other public agency). For example, the State may post the proposed plan on the web, hold listening sessions or town hall meetings, establish or continue an advisory board for the program, or send the plan to interested groups, etc.

Referrals

Describe various needs of service recipients that the program will not be able to meet and which may require referrals to other entities. Describe entities to which the State proposes to refer such service recipients.

Objective Performance Measures and Efficiency Measures

Describe at least two program-related objective *outcome* measures that the State proposes to use to measure its success in reaching key goals. Outcome measures are those designed to measure behavior, attitudes, knowledge, and beliefs of service recipients served.

Include for each a baseline measure, long-term target, annual targets, and a narrative discussing the measure, which includes a description of the strategies proposed to collect and analyze data.

So that outcomes are as accurate and program specific as possible, statewide trend data will not be considered as program-related outcomes due to the fact that outcomes are not directly connected with programs.

States may develop additional performance measures, including both outcome and output measures. Output measures are those designed to measure the success of the program staff in implementing activities such as the number of program recipients or communities served.

See *Appendix C* for two examples of how to provide a detailed objective measure description, as well as several additional examples of objective measures. Examples are not directives for content.

Objective Efficiency Measures

As in previous years, States are required to collect and report data on the service recipients served in the program. The data are used by Federal staff to analyze the success of ACF in accomplishing its long-term objective efficiency measures, which are measures of cost or of the amount of other resources per unit of output such as dollar spent per program recipient served, dollar spent per hours of service received, or staff hours invested per program recipient served, etc.

The data is collected in SF-PPR-D, Table of Activity Results, of the Performance Progress Report. For each of sections A-D of SF-PPR-D listed below, describe how the State proposes to collect and report the relevant data in the proposed fiscal year. The Performance Progress Report, including SF-PPR-D, and instructions for how to fill out each section are available in *Appendix D*.

The applicant need not include these forms in the application but rather, should develop plans for using them. Grantees will be required to include these forms in program reports.

Unduplicated Count of Clients Served (Section A)

The purpose of Section A, Unduplicated Count of Clients Served, is to track and report the unduplicated number of service recipients served for each program year. Each service recipient is counted only once.

Hours of Service Received by Clients (Section B)

The purpose of Section B, Hours of Service Received by Clients is to track and report the total number of class hours provided to adolescents and/or adults within the age range of 12 through 29 years old.

Program Completion Data (Section C)

The purpose of Section C, Program Completion Data, is to track and report the total number of all service recipients that complete the various program(s) offered and in which county(ies) those programs are completed. A grantee may have several programs, such as separate programs for middle school and high school students, events, parent education programs, or training programs, etc. Data should be recorded for each program.

Communities Served (Section D)

The purpose of Section D, Communities Served, is to track and report geographical areas in which the grantee has provided services. FYSB uses the data for determining underserved areas and reporting grant information to Congress.

Legislative Priorities

Describe how the State's proposed plan will meaningfully address each element of Section 510 (A)-(H). Applicants should demonstrate, element by element, how the sub-awardees will meaningfully address each of the eight elements to A-H of Section 510(b)(2) of the Social Security Act. The applicant may demonstrate through a variety of means, such as descriptions of curricula, speakers, materials, etc.

Description of Programmatic Assurances

For each of the three requirements related to legislative priorities below, describe measures (such as contract language, report requirements, site visits, etc.) that the State will use to assure compliance:

1. that applicants for sub-awards understand and agree formally to the requirement to meaningfully address each element of Section 510 (A)-(H);
2. that materials used by sub-awardees meaningfully represent each of the Section 510(b)(2) A-H elements and do not promote contraception and/or condom use; and
3. that sub-awardees are monitored for their actual implementation of meaningfully addressing each element of Section 510 (A)-(H).

Medical Accuracy

Describe measures (such as contract language, report requirements, site visits, etc.) that the State will use to ensure that all data in their applications and proposed programs (including sub-awards) are true and correct. This applies to medical information presented in all curricula funded under this program announcement, whether used by the State or the sub-awardee.

Section 317P(c)(2) of the Public Health Service Act

Mass produced educational materials that are specifically designed to address sexually transmitted diseases (STDs) are required by Section 317P(c)(2) of the Public Health Service Act to contain medically accurate information regarding the effectiveness or lack of effectiveness of condoms in preventing the STDs the materials address.

Grantees are not required to provide information on contraception except in the instances where they produce materials subject to Section 317P(c)(2) of the Public Health Service Act. In general, information on contraceptives, if included, must be medically accurate and should include information on the effectiveness or lack of effectiveness of the type of contraception discussed in the curriculum.

Should ACF find medically inaccurate information during the review process, or at any time during the grant project period, grantees will be required to correct the inaccuracies.

Budget Discussion

IMPORTANT: This section of the narrative is where the applicant comments on budgetary documents. The applicant inserts the actual budget documents in *Sections 11 and 12* of the application.

Provide a general description of how the proposed budget, matching funds, and sub-awardee budgets support the administrative and programmatic activities necessary to manage the program and to accomplish the proposed activities. This is not the budget justification.

Describe the proposed process for monitoring the sub-awardees' budget management.

Describe how allocated funds are proposed to support service recipient involvement in the implementation of the proposed project.

Identify sources of non-Federal funds.

Describe the qualifications of the key personnel, including the Program Coordinator and any sub-awardee key personnel.

Provide assurances that the work of personnel supported through this grant, as staff or through sub-awards, directly supports the accomplishment of the program goals.

Describe sub-awardee documents included in the application.

6. Appendices

Include all appendices that the State deems necessary to support its application narrative (part 5).

7. Certification Regarding Lobbying

Applicants must furnish with their application or prior to award a Certification Regarding Lobbying, when applying for an award in excess of $100,000. The certification is available at: http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants who have used non-Federal funds for lobbying activities *in connection with receiving assistance under this announcement* shall complete disclosure form SF-LLL with their applications. A fillable and savable version of SF-LLL is available at: http://www.acf.hhs.gov/grants/grants_resources.html.

8. Certification Regarding Environmental Tobacco Smoke

Applicants must also understand that they will be held accountable for the smoking prohibition included within P.L. 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). By signing and submitting the application, applicants are providing the certification and need not submit the certification with the application.

9. Assurances

Applicants must submit the appropriate certification of their compliance with all Federal statutes relating to non-construction programs by submitting SF-424B with their application. A fillable and savable version of the SF-424B is available at: http://www.acf.hhs.gov/grants/grants_resources.html.

Non-Discrimination
Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination, including 45 CFR Part 87. By signing and submitting the application, the applicant is providing the certification and need not mail a certification form.

10. D-U-N-S Number Verification

On June 27, 2003, OMB published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires all Federal grant applicants to provide a D & B Data Universal Numbering System (D-U-N-S) number when applying for Federal grants or cooperative agreements on or after October 1, 2003.

The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (www.Grants.gov). A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number and record it on SF-424. Applicants may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line on 1-866-705-5711 or acquire a number on-line at www.dnb.com.

11. Budget Information Form—SF-424A

States will submit one budget information form with this application, which will be reviewed in light of their proposed activities for the entire five-year budget period. Only if States submit annual amendments that significantly affect budget information for that fiscal year (such as 10% of funds being transferred from one section to another), will they need to submit updated budget summaries.

Complete Sections A (Budget Summary) through F (Other Budget Information) of the SF-424A. The SF-424A is available at: http://www.acf.hhs.gov/grants/grants_resources.html.

Special Instructions For Section B (bottom half of page 1 of the two-page form)

- Column (1) should be devoted to the Federal grant.
- Column (2) should be devoted to the State match.
- Columns (3) and (4) should only be used when submitting revised budget requests for a grant already awarded.
- Column (5) should be the total of the Federal and State match.

- Federal grant regulations permit grantees to use funds for sub-awards. If the State decides to enter into sub-awards, the total of all sub-award budgets should be reflected in the "Contractual" line item (Section B, line f).
- When filling out Section B electronically, please be sure to check that any additions calculated by a software program, which can misread the column headings (1), (2), and (3), are correct.
- Grant applicants should include in their budget and implementation plan the attendance of at least one staff person at a grantee meeting to be held in the Washington, DC area annually. The costs for attendance should address travel, lodging, meals, and incidentals, and a registration fee of no more than $200.

12. Budget Justification

For Section B of the Budget Information Form (SF-424A), applicants must submit a *detailed* budget justification for each line item within the object class categories (6a-j) on a supplemental sheet(s) of paper. The budget justification should include detailed sub-categories of section 6a-j. For example, section 6f on SF-424A includes one cell devoted to Federal contractual costs. However, the budget justification should break the cost into the cost for each proposed contract.

The applicant should explain how the requested dollar amounts were developed in order to implement the proposed plan.

If the State decides to provide sub-awards, items 13 through 16 should be included with the budget documents. However, if the State will not make sub-awards until after notice of award, the State should identify when it expects to submit the documents.

13. Sub-Awards—Itemized Budgets

Itemized budgets must be included for each sub-award. Show all cost allocations; all costs should be reasonable.

14. Sub-Awards—Proposed Scope of Work

A short (maximum three pages) description of the scope of work to be performed by each sub-awardee must be included. The proposed work must comply with the State's overall plan and goals and must meet Section 510 legislative requirements.

Applicants should include sub-award documents that demonstrate, element by element, how the sub-awardees will meaningfully address each of the eight elements to A-H of Section 510(b)(2) of the Social Security Act. The sub-awardees may demonstrate through a variety of means, such as descriptions of program components, curricula, materials, etc.

15. Sub-Awards—Formal Agreements

Provide one copy of each of the official agreement documents used with sub-awardees such as standard contracts or grants. With each standard contract or grant, submit a copy of the signature page for any and all organizations that were awarded the contract or grant. Do **not** submit a copy of the grant or contract for each recipient.

16. Sub-Awards—Compliance with Legislative Priorities

Provide evidence of the agreement on the part of each sub-awardee to comply with Section 510 legislative requirements and all Federal regulations governing this program.

End of Section V.B—Application Content Information, Components

C. Summary of Standard Forms and Certifications to Include in the Application

Application Summary - SF-424	fillable and savable
Budget Information Form – SF-424A	fillable and savable
Certification Regarding Lobbying	can be copied or printed
Disclosure of Lobbying Activities – SF-LLL (if needed)	fillable and savable
Assurances for Non-Construction Programs	fillable and savable

D. Additional Forms to Include in the Application

Optional: Legislative Priority Table, page 20

VI. APPLICATION REVIEW INFORMATION

A. The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 170 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0271, which expires 9/30/2007.

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.

B. Review Elements

ACF staff will review applications for satisfactory inclusion of the components listed below.

1. Description of Problem and Need, including support for the proposed focal populations selected from those identified as most at risk for out-of-wedlock births;

2. Clarity of the implementation plan *and* to what extent it:
   - addresses the needs of the proposed focal populations;
   - addresses the required narrative elements of barriers, mechanisms, monitoring, coordination, service recipient involvement, and referrals;
   - will attain the purpose set forth in Section 510(b) of the Social Security Act, and
   - does not promote contraception or sexual activity outside of marriage;

3. How clear it is that the State will effectively monitor the work of sub-awardees to assure program integrity to proposed plans, responsiveness to the priorities of the State and of ACF, and compliance with the legislative definition of abstinence education;

4. Whether the State's proposed objective outcome measures are program-related (not statewide trend data) and will measure the behavior, attitudes, knowledge, and beliefs of service recipients and whether the State includes for each proposed outcome a baseline measure, long-term target, annual targets, and a narrative discussing each measure;

5. How clear it is that the State's proposed program activities, curricula, and materials, *including those of sub-awardees*, will meaningfully address each element of Section 510(b)(2)(A)-(H) of the Social Security Act;

6. How clear it is that the State has and will involve service recipients in the design and/or implementation of the proposed plan; and

7. Inclusion of all required sub-awardee documents and/or clear description of when the State will forward copies of formal partnerships yet to be established.

ACF will contact applicants if additional information is needed and may place conditions on grant awards if necessary.

C. Review and Selection Process

Federal Reviewers and Process

ACF will recruit and train Federal staff and contractors to review State applications. Program administrators will review observations and comments of reviewers to assure they are in compliance with guidelines and Federal law.

Applications will be rated "Approved," "Approved with Conditions," or "Approval Pending."

States that submit applications that are "Approved" will receive grant awards and will not need to send further information.

States that submit applications that are "Approved with Conditions" will receive grant awards with descriptions of weaknesses and subsequent conditions that must be met in order to receive "Approved" status. The applicants will be given a set time period to send to ACF a response that addresses the conditions.

States that submit applications that are rated "Approval Pending" will receive a list of weaknesses cited by the reviewer and directions for submitting an amended application that addresses the weaknesses. The State will not receive a grant award until the State submits a satisfactory application. The applicants will be notified of a final due date for submission of a satisfactory application.

An application may receive an "Approval Pending" status when serious weaknesses are cited for four or more of the seven review elements.

VII. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

Approval Status

States that submit applications will be notified by the Abstinence Education Program Office of approval status through the issuance of an application review packet. A packet containing an originally signed cover letter will be sent to the authorized representative that signed the application summary (SF-424, section 21). A second packet, with a copy of the cover letter, will be sent to the contact listed on the application summary (SF-424, section 8f).

The packet will contain the following documents:

- Cover letter—clearly States whether the proposed plan was approved, approved with conditions, or remains in approval pending status. Includes contact information of key ACF staff assigned to the grant program.

- Terms and Conditions of the award—a copy of the Terms and Conditions is included in this program announcement in *Appendix E*.

- Review summary—presents the reviewer's findings of the proposed plan, including strengths, weaknesses, program-specific conditions placed on the award, and recommendations.

Notice of Grant Award

A Notice of Grant Award will be issued from the Office of Grants Management on a quarterly basis and will include the following information:

- the amount of the quarterly allotment, under "This action";
- the amount awarded to date, under "Cumulative";
- the total project period for which support is contemplated;
- the terms and conditions of the grant; and
- the non-Federal share to be provided (listed in the Terms and Conditions).

IMPORTANT: The Office of Grants Management sends the quarterly notice of grant award to fiscal staff within State agencies that are on record in the HHS Payment Management System as the appropriate recipients for such notices. If the State applicant wants to change the address or the recipient of the official Notice of Grant Award, the State must indicate so in the cover letter that accompanies the application.

Terms and Conditions

See *Appendix E* for Terms and Conditions.

2. Anticipated Award Dates:

July 31, 2008.

3. Administrative and National Policy Requirements:

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization.

Therefore, organizations must take steps to separate, in time or setting, their inherently religious activities from the services funded under this program.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.os.dhhs.gov/fbci/waisgate21.pdf.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: http://www.whitehouse.gov/government/fbci/guidance/index.html.

Also, see *Appendix F* for guidance for ACF abstinence education grantees that implement religious programs. The guidance applies to grantees and sub-awardees that are faith-based organizations that conduct both a Federally funded abstinence education program and a privately funded religiously-oriented abstinence education program.

Administrative Standards

ACF adheres to administrative standards reflected in 45 CFR Part 92 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Tribal Governments) and 45 CFR part 96.2 (definition of eligible block grant recipients). See the standard terms and conditions (Appendix E) for additional regulations that apply to awards made under this program.

4. Reporting Requirements:

In accordance with 45 CFR 92.40 and 45 CFR 92.41, States are required to submit annual fiscal and program performance reports.

Fiscal Reports

Program guidelines allow States to expend abstinence education funds over a two-year period. For FY 2009, the budget period is October 1, 2008 through September 30, 2010. An interim Financial Status Report (SF-269A) is due December 30, 2009, and a final fiscal report is due December 30, 2010.

A fillable and savable version of SF-269A can be found at: http://www.psc.gov/forms/sf/SF-269A.pdf.

The ACF Financial Management Specialist assigned to the State Abstinence Grant Program is **Manolo Salgueiro**. Applicants should send all fiscal reports to Mr. Salgueiro and contact him regarding any fiscal questions related to the State Abstinence Education Grant Program.

Mr. Manolo Salgueiro
Financial Management Specialist
Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
370 L'Enfant Promenade, SW.
Washington, DC 20447
Telephone: 202-401-5627
Fax: 202-401-5644
E-mail: manolo.salgueiro@acf.hhs.gov

Reports may be hand-delivered Monday through Friday (excluding Federal holidays) between the hours of 8:00 AM and 4:30 PM Eastern Time to:

ACF Mailroom
2nd Floor (near loading dock)
Aerospace Building
901 D Street, SW.
Washington, DC 20024

Program Progress Report

Program Progress Report Contents

Cover Letter
A cover letter must accompany the Program Progress Report and must include the CFDA Number 93.235 and "Abstinence Education" as the priority area to which the grantee is responding.

Forms
SF-PPR, Performance Narrative
SF-PPR-D, Table of Activity Results

See *Appendix D* for the forms and instructions.

Due Date and Transmittal Options

The Program Progress Report for FY 2009 is due December 30, 2009.

Transmittal
Mail the Program Progress Report to:

Scott Riggins
Acting Director

FYSB/Abstinence Education Division
Portals Office Building, Suite 800
1250 Maryland Avenue, SW.
Washington, DC 20024
Tel: 202-401-6959
Fax: 202-401-5533

5. Other Information

Prior to FY 2010 through FY 2013, the Administration for Children and Families will send States guidance for submitting any updates to their FY 2009 applications.

VIII. AGENCY CONTACTS

Director of Abstinence Education

Scott Riggins
Acting Director, Abstinence Education
Administration for Children & Families
U.S. Department of Health and Human Services
Portals Office Building, Suite 800
1250 Maryland Avenue, SW.
Washington, DC 20024

State Abstinence Education Program Office Contact

Scott Riggins
Acting Director
FYSB/Abstinence Education Division
Portals Office Building, Suite 800
1250 Maryland Avenue, SW.
Washington, DC 20024
Tel: 202-401-6959
Fax: 202-401-5533
E-mail: Scott.Riggins@acf.hhs.gov

State Abstinence Education Grants Management Office Contact

Mr. Manolo Salgueiro
Financial Management Specialist
Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
370 L'Enfant Promenade, SW.
Washington, DC 20447
Telephone: 202-401-5627
Fax: 202-401-5644
E-mail: Manolo.Salgueiro@acf.hhs.gov

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X. Appendices

Appendix A

ESTIMATED ALLOTMENTS FOR FY 2008

STATE/TERRITORY	FY 2008
Alabama	$955,157
Alaska	88,501
Arizona	1,034,776
Arkansas	587,519
California	7,055,239
Colorado	488,314
Connecticut	344,944
Delaware	93,978
District of Columbia	142,008
Florida	2,521,581
Georgia	1,467,206
Hawaii	162,787
Idaho	208,264
Illinois	1,834,583
Indiana	754,073
Iowa	318,198
Kansas	337,110
Kentucky	817,297
Louisiana	1,283,563
Maine	161,298
Maryland	569,675
Massachusetts	712,241
Michigan	1,417,131
Minnesota	488,623
Mississippi	828,953
Missouri	885,593
Montana	172,303
Nebraska	218,740
Nevada	280,174
New Hampshire	94,901
New Jersey	914,495
New Mexico	502,785
New York	3,676,827
North Carolina	1,248,963
North Dakota	88,991
Ohio	1,640,982

Oklahoma	690,342
Oregon	487,695
Pennsylvania	1,693,422
Rhode Island	165,277
South Carolina	751,961
South Dakota	136,379
Tennessee	993,367
Texas	4,777,916
Utah	288,156
Vermont	66,633
Virginia	841,329
Washington	814,663
West Virginia	385,852
Wisconsin	602,958
Wyoming	73,138
American Samoa	67,638
Guam	62,835
Northern Marianas Islands	26,408
Puerto Rico	2,537,208
Marshall Islands	13,501
Micronesia	47,492
Palau	21,000
Virgin Islands	57,057
Total	**$50,000,000**

Appendix B

SAMPLE ABSTRACT

Contact and Grant Request Information

State:	Name of State or Territory
Fiscal Year:	FY 2009
Grant allocation amount:	$235,322

	Prefix	First and Last Name	Suffix	Title	Telephone	Email Address
Contact Person	Mr.	Mark Brown	RN	Abstinence Project Coordinator	111.222.3333	
Project Director	Ms.	Sally Churnley	MPH	Chief, Maternal and Child Health Section	222.333.4444	Sally.churnley@State.gov
Authorized Representative	Dr.	Sue	Wilson	MD, MPH	333.444.5555	Sue.wilson@State.gov

Additional Staff to Receive Correspondences:

Contact 2	Mr.	Paul	Brown	Administrative Assistant	444.555.6666	Paul.brown@State.gov

Any Additional Pertinent Information such as Abstinence Program Web Site:

http://www.State.net/abstinence

Mark Brown replaces Sid Gershwen.

Summary of Proposed Program Narrative

1. PROPOSED FOCAL POPULATIONS:

- Youth ages 12 through 18 throughout the State that are living in foster care.

2. NEEDS OF FOCAL POPULATION

1. To provide training for foster care professionals and foster care parents on how sexual risk-taking compounds the problems faced by foster care youth and how a choice for abstinence-until-marriage empowers youth to envision and pursue a better future;

2. To increase system understanding, support, and efforts for how to educate foster care youth and supporting decisions to postpone sexual activity until marriage;
3. To increase communication between parents and youth of foster care families in how to postpone sexual activity until marriage;
4. To assure that youth who participate in the program understand that a caring adult recommends and wants to help the youth delay sex until marriage;
5. To provide foster care youth with 20 hours of curriculum and training;
6. To equip foster care youth with an ability to understand the influence of media and peers on his/her sexual decisions and to resist such influences;
7. To assist foster care youth in developing long-term plans to meet their goals in areas such as educational, vocational, health, relational, and marriage;
8. To create an effective system for distributing abstinence education resources among foster care families; and
9. To implement an abstinence media campaign designed for youth that feel unconnected to parents or without hope for the future.

3. OVERALL ACTIVITIES

1. Conduct 5 trainings for foster care professionals and foster care parents in the five DOH regional offices to address priority needs 1, 2, 3, and 4;
2. Implement 20-hour curriculum in 20 cities across the State to address priority needs 3, 4, 5, 6, and 7;
3. Recruit mentors to follow up curriculum by working with each foster care youth to develop a life plan to address priority needs 3, 4, 6, and 7;
4. Develop materials, system, and plan for following up with foster care youth participating in activities to address priority need 8; and
5. Develop and implement a radio PSA campaign.

4. OVERALL MECHANISMS

1. Media campaign conducted by the State;
2. Sole-source contract to be established with National Foster Care Resources to provide five trainings; and
3. Competitive bid released to the general public to be awarded to 20 educational agencies.

5. MONITORING STRATEGIES

1. Quarterly reports
2. Annual site visits

6. SERVICE RECIPIENTS INVOLVED IN DESIGNING OR IMPLEMENTING THE PROGRAM

Name 1
Name, Title
Address
City, State   ZIP
Phone: (xxx) xxx.xxx

Etc.

7. AT LEAST TWO PROGRAM-RELATED OBJECTIVE OUTCOME MEASURES

1. The percentage of youth served that report having had sexual intercourse;
2. The percentage of youth served that develop a life plan that includes strategies for developing healthy relationships and a clear plan for delaying sex until marriage.

8. PROPOSED SUB-AWARDEES WITH CONTACT INFORMATION

Organization 1
Name, Title
Address
City, State ZIP
Phone: (xxx) xxx.xxx

Organization 2
Name, Title
Address
City, State ZIP
Phone: (xxx) xxx.xxx

Etc.

9. SOURCES OF NON-FEDERAL FUNDS

1. Dollar and/or in-kind provided by local sub-awardees
2. 100% Media Campaign match from radio stations.

APPENDIX C EXAMPLES FOR PROGRAM DESIGN COMPONENTS

Examples are meant as assistance for formulating applicant responses and not as directives for content or models for formatting. In the development of the program design, please take into account projections for FY 09 though FY 13 (see Section II: Approved Application and Section V.B.5 Application Narrative for more information).

Although several examples are provided for each category, applicants need only submit what is required in the instructions for submitting a Program Proposal Narrative.

While some examples build on examples of previous sections, they are not designed to be completely responsive to them.

Examples of Focal Populations

- Communities in County "X."
- Native American youth throughout the State ages 12 through 14.
- Youth ages 12 through 18 throughout the Territory that are living in foster care.
- Students at a local university, college or technical school.
- Single adults involved in a local community or community-based organization.
- Single parents in their twenties.

Examples of Program Goals

- Annually provide evidence-based abstinence-until-marriage education to youth in grade 10 in the five high schools of County "X."
- Pilot a relationship education personal development course at a local university, college or technical school that educates young adults on how to develop healthy relationships and the benefits of delaying sexual activity until marriage.
- Teach a relationship education personal development course through a local community-based organization that educates young adults on how to develop healthy relationships and the benefits of delaying sexual activity until marriage.
- Pilot community advisory boards for two of the seven Native American Tribes in the State.
- Provide training to at least 1,000 foster care parents in how to encourage and support their foster child(ren) in delaying sex until marriage.
- Design and implement three mechanisms for distributing abstinence-until-marriage information or resources among the focal populations.

Examples of Objective Measures

Detailed Objective Measure Summary Example 1

Objective Measure (outcome)
Percentage of youth served that demonstrate both an increased understanding of the benefits of delaying sexual activity until marriage and an increased intention to delay sexual activity until marriage.

Baseline measure

During the 2006 State Fiscal Year, 56% (2,017 out of 3,072) of the youth served with at least 14 hours of abstinence-until-marriage education demonstrated both an increased understanding of the benefits of delaying sexual activity until marriage and an increased intention to delay sexual activity until marriage.

Long-term target
In the 2012 State fiscal year (SFY), at least 90% of the youth served will demonstrate both an increased understanding of the benefits of delaying sexual activity until marriage and an increased intention to delay sexual activity until marriage.

Annual targets
- 2009 SFY, at least 65% of youth that receive at least 14 hours of abstinence until marriage education will demonstrate both an increased understanding of the benefits of delaying sexual activity until marriage and an increased intention to delay sexual activity until marriage.
- 2010 SFY, at least 70% of youth that receive at least 14 hours of abstinence until marriage education will demonstrate both an increased understanding of the benefits of delaying sexual activity until marriage and an increased intention to delay sexual activity until marriage.
- 2011 SFY, at least 75% of youth that receive at least 14 hours of abstinence until marriage education will demonstrate both an increased understanding of the benefits of delaying sexual activity until marriage and an increased intention to delay sexual activity until marriage.
- 2012 SFY, at least 80% of youth that receive at least 14 hours of abstinence until marriage education will demonstrate both an increased understanding of the benefits of delaying sexual activity until marriage and an increased intention to delay sexual activity until marriage.
- 2013 SFY, at least 85% of youth that receive at least 14 hours of abstinence until marriage education will demonstrate both an increased understanding of the benefits of delaying sexual activity until marriage and an increased intention to delay sexual activity until marriage.

Narrative

Definition of objective measure elements as needed:
- An understanding of the benefits of delaying sexual activity until marriage will be measured by a score based on five relevant questions included in a pre- and post-test. The five questions will each allow four answers, each with an assigned point value: disagree strongly (-2), disagree somewhat (-1), agree somewhat (+1), and agree strongly (+2). The range of scores is -10 to +10.
- An intention of delaying sexual activity until marriage will be measured by a score based on five relevant questions included in a pre- and post-test. The five questions will each allow four answers, each with an assigned point value: disagree strongly (-2), disagree somewhat (-1), agree somewhat (+1), and agree strongly (+2). The range of scores is -10 to +10.
- A student will be considered as one that has demonstrated both an increased understanding of the benefits of delaying sexual activity until marriage and an increased intention to delay sexual activity until marriage if their understanding score and their intention score each move (independently of each other) in the positive direction by at least 7 points.
- Only youth that receive at least 14 hours of abstinence until marriage education, as defined in objective measure 1, will be used in analyzing objective measure 2.

Collection and analysis of data:
Sub-grantees are required to use a standard pre-and post-test, with the post-test being administered from 3 to 6 months (whichever time period is convenient, i.e., falls at a time when the youth are still in school during the academic year) following the end of program. Sub-grantees analyze point data and are required to submit copies of tabulations.

Detailed Objective Measure Summary Example 2

Objective Measure (output)
Number of youth that received at least 14 hours of abstinence until marriage education.

Baseline measure
During the 2009 State fiscal year, 437 youth received at least 14 hours of abstinence until marriage education.

Long-term target
In the 2013 State fiscal year, provide at least 14 hours of abstinence until marriage education to 8,000 youth.

Annual targets
- 2009 SFY, 1,000 youth will receive at least 14 hours of abstinence until marriage education.
- 2010 SFY, 2,000 youth will receive at least 14 hours of abstinence until marriage education.
- 2011 SFY, 3,000 youth will receive at least 14 hours of abstinence until marriage education.
- 2012 SFY, 4,500 youth will receive at least 14 hours of abstinence until marriage education.
- 2013 SFY, 6,500 youth will receive at least 14 hours of abstinence until marriage education.

Narrative

Definition of objective measure elements as needed:
- All youth that receive at least 14 hours of abstinence until marriage education will be included in the measure, regardless of age.
- Fourteen hours will be equal to 840 minutes, regardless of how those minutes are divided by meetings. This measure is devoted to literal hours in order to respond to the research findings that programs found to be effective include at least 14 hours of programming.
- The educational program will include at least 8 hours of curriculum.
- The educational program will be implemented throughout the school year with at least one meeting each month in the months of September through May.

Collection and analysis of data:
Sub-grantees are required to file quarterly reports, using a data collection tool provided by the State. Each quarterly report will include cumulative data. Sub-grantees will keep track of the youth and the services they receive, including both the program hours of service (for report form B) and clock hours of service that youth receive (for objective measure 1).

Analysis of data will include tabulating the number of hours that sub-grantees provide to the youth served. These totals will be compared to the objective, and only those youth that receive at least 14 hours of service will be included. The State will monitor program activities and assist sub-grantees in meeting program goals. Strategies will be developed, as needed, to improve efforts.

Additional Objective Measure Examples

- Output Measure: By June 30, 2009 (time-framed), 90 percent of ninth grade students in all five high schools in County "X" (measurable) will have participated in at least twelve lessons (measurable) that promote and support abstinence-until-marriage (clear description of output).

- Outcome Measure: By June 30, 2010 (time-framed), the five schools in County "X" will see a 10 percent decrease in the percentage of students in grades 9-12 (measurable) that report ever having sexual intercourse (clear description of outcome) in a school-wide survey such as the bi-annually administered Youth Risk Behavior Survey (YRBS).

- Output Measure: By June 30, 2010 (time-framed), 100 students (measurable) from College "X" will have completed a 20 session elective continuing education course (clear description of output) on developing healthy relationships that included education on the benefits of abstinence-until-marriage.

- Outcome Measure: By June 30, 2011 (time-framed), 90 percent (measurable) of students from College "X" that participated in a 20 session elective continuing education course on developing healthy relationships will be able to identify five healthy relationship or abstinence skills that they plan to apply to current or future relationships (clear description of outcome).

- Output Measure: By June 30, 2013 (time-framed) 20 single parents (measurable) from Community "X" will have completed a 20 session class (clear description of output) on developing healthy relationships that included education on the benefits of their delaying further sexual activity until marriage for themselves and for their children (clear description of output).

- Outcome Measure: By June 30, 2012 (time-framed), 100 percent (measurable) of single parents from Community "X" that participated in a 20 session class on developing healthy relationships will be able to identify five healthy relationship or abstinence skills that they plan to apply to current or future relationships (clear description of outcome).

- Output Measure: By September 30, 2009 (time-framed), two community advisory boards for Native American Tribes in the State (measurable) will have each conducted two activities to increase community understanding, support, and efforts for educating young people and supporting teen decisions to postpone sexual activity until marriage among their Tribes (clear description of output).

- Outcome Measure: By September 30, 2010 (time-framed), 35 percent of Native American Tribe members that participated in abstinence education activities will report agreement or strong agreement for the need to support teen decisions to postpone sexual activity until marriage (clear description of outcome).

- Output Measure: By June 30, 2009 (time-framed), at least 1,000 foster care parents (measurable) will participate in at least five hours (measurable) of abstinence education training in how to support their foster child(ren) in postponing sex until marriage (clear description of output).

- Outcome Measure: By September 30, 2010 (time-framed), at least 750 foster parents (measurable) will report having two or more (measurable) discussions or experiences with their foster child(ren) in which the parent clearly communicated the reasons why they hope the child will delay sex until marriage (clear description of outcome).

- Output Measure: By June 30, 2009 (time-framed), send four newsletters that support teen decisions to postpone sex until marriage (clear description of output) via e-mail to three listservs that target: 1) 300 foster care parents; 2) 300 Native American health professionals and parents; and 3) 300 youth attending high schools in County “X” (measurable).

- Outcome Measure: By September 30, 2010 (time-framed), 50 percent of listserv survey respondents (measurable) will indicate that they have increased their understanding or support of abstinence education as a result of receiving e-mailed newsletters (clear description of outcome)

Examples of Activities

- In-class instruction for grade nine students in five high schools in County “X”;
- Community-based programming or instruction for 14- and 15-year-old youth in County “X” that are not in school or not attending one of the five target high schools;
- Personal development courses on healthy relationships, including the benefits of delaying sexual activity until marriage, for young adults (including single parents) at College “X” or in Community “X.”
- Parent Education and Support Seminar (five hour) developed for foster care families with consumable materials designed to support communication;
- Community advisory boards piloted by two Native American Tribes to develop culturally responsive abstinence-until-marriage activities;
- Community events to be individually designed and conducted for three focal populations;
- Media campaign with activities or materials to be uniquely designed and developed for three focal populations;
- Technical assistance and training to be designed and conducted for outreach to three focal populations.

Examples of Mechanism(s)

- Services or activities directly provided by the State;
- Formula-based sub-award(s) to local human services or educational agencies based on population;
- Competitive bids released to the general public;
- Simplified bids release to the following specific types of organizations: ___
- Sole source contracting with the organization of ___

Examples of an Implementation Plan—Sample Activity

Applicants’ implementation plans need not be in table format.

Activity:	In-class instruction for grade nine students in five high schools in County “X”

Goal(s) addressed: 1. (indicates goal #1 is being addressed)				
Mechanism(s) used: Formula sub-contract(s) with local human services or educational agencies				
Broad Steps to Accomplish (example assumes previous local participation in drafting proposed plan)				
Step	**Responsible Party**	**Expected Output**	**Start Date**	**End Date**
Work with partners to review/select curriculum	State Coordinator, advisory members from five school districts, etc.	Curriculum selected	6/2009	10/2009
Create and sign sub-contracts between State and local parties	State Coordinator State Agency Sub-Awardees	All parties' roles and responsibilities clearly understood/Funding available to sub-awardees.	6/2009	10/2009
Hold training for curriculum educators	Sub-Awardees	Teachers trained	10/2009	12/2009
Implement curriculum	Sub-Awardees	Students receive x no. of hours	01/2009	06/2009
Monitor progress of sub-awardees	State Coordinator	Program improvement	01/2009	06/2009

Legislative Priority Table		
This is a sample format for describing how each element is meaningfully addressed and is not a required form or format.		
A-H Element Addressed	**Delivery Instrument(s) such as name and page of curriculum, speakers, handouts, etc.**	**Description of How the Delivery Instrument(s) Meaningfully Addresses the Element (describe message or use quote)**
(A) has as its exclusive purpose, teaching the social, psychological, and health gains to be realized by abstaining from sexual activity;		
(B) teaches abstinence from sexual activity outside marriage as the expected standard for all school age children;		

(C) teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems;		
(D) teaches that a mutually faithful monogamous relationship in the context of marriage is the expected standard of human sexual activity;		
(E) teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects;		
(F) teaches that bearing children out-of-wedlock is likely to have harmful consequences for the child, the child's parents, and society;		
(G) teaches young people how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and		
(H) teaches the importance of attaining self-sufficiency before engaging in sexual activity.		

APPENDIX D PROGRAM PROGRESS REPORT

PERFORMANCE PROGRESS REPORT
SF-PPR
HHS ADMINISTRATION FOR CHILDREN AND FAMILIES
FYSB Abstinence Education Program
Performance Narrative

1.Federal Agency and Organization Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency		3a. DUNS Number 3b. EIN
4. Recipient Organization (Name and complete address including zip code)				5. Recipient Identifying Number or Account Number
6. Project/Grant Period (i.e., 5 years)		7. Budget Period (i.e., 1 year)		8. Final Report ? ☒ Yes ☐ No
Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	9. Report Frequency ☒ *annual* ☐ *semi-annual* ☐ *quarterly* ☐ *other* *(If other, describe: ____________________________)*
10. Performance Narrative				
11. Other Attachments				
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.				
12a. Typed or Printed Name and Title of Authorized Certifying Official			12c. Telephone *(area code, number and extension)* 12d. Email Address	

OMB Approval Number: 0970-0334

12b. Signature of Authorized Certifying Official	12e. Date Report Submitted *(Month, Day, Year)*
13. Agency use only	

INSTRUCTIONS FOR THE COMPLETION OF
PERFORMANCE PROGRESS REPORT
SF-PPR
HHS Administration for Children and Families
FYSB Abstinence Education Program
Performance Narrative

Purpose of Performance Progress Report, Performance Narrative for the FYSB Abstinence Education Program

U.S. Code 42, Section 710 references the application of Section 706 of the same code to the abstinence education grant program for States. Section 706 requires block grant recipients to submit reports as directed by HHS.

ACF will use the information collected to collect comparative data required to account for the annual expenditure of $50 million in Federal funds, assess the progress and impact of ACF's Federally funded abstinence education programs against ACF's Strategic Plan goals, and provide feedback to assist State grantees.

The data collected also fulfill requirements of OMB for setting of performance targets and assessment and validation of accomplishments.

General Instructions

Cell 1. Identify the Federal agency and organization element to which the report is submitted.

Cell 2. Identify the Federal grant number assigned by the Federal agency.

Cell 3a. Identify the DUNS number of your organization.

Cell 3b. Identify the EIN of your organization.

Cell 4. Identify your organization's name and complete address, including zip code.

Cell 5. Leave this field blank.

Cell 6. Identify the project period as displayed on the financial assistance award for this grant (i.e., 5 years).

Cell 7. Identify the budget period as displayed on the financial assistance award for this grant (i.e., 1 year).

Cell 8. Indicate whether this is a final report for the budget period such as annual or an intermediate report such as 6-month.

Cell 9. Indicate the reporting frequency for this grant.

Cell 10. Record any notes regarding the performance narrative in cell 10.

Attach a performance narrative that addresses the emboldened items described below. Use standard sized paper (8 ½ x 11 inches).Clearly number all pages. Submit the narrative UNSTAPLED AND UNBOUND so that additional copies can be made for review, if necessary.

Focal Population(s) and Needs:

Describe the program recipients and the needs of program recipients that were addressed by the State. Describe additional focal population(s) that were served, such as parents or professionals that desired training in how to support decisions to delay sexual activity until marriage.

Implementation Plan:

Describe how the State addressed the needs of the focal population(s), attained the purpose set forth in Section 510(b) of the Social Security Act, and did not promote contraception or sexual activity outside of marriage. Describe the State's success in implementing its approved implementation plan, including as appropriate, the goals, activities, mechanisms and steps. Include a description of any barriers in meeting the goals and how they were resolved.

Monitoring:
Describe how the State effectively monitored the work of each formal partner, implemented through sub-awards, to assure program integrity to the proposed plan and the priorities of the State and of ACF, including compliance with the legislative definition of abstinence education.

Budget:
Provide a detailed budget report which clearly demonstrates how the budget, matching funds, and sub-awardees' expenditures were used to accomplish the program goals. The budget report should include an account of the full amount of funds reported on the SF-269 as expended. Describe how the budgets of sub-awardees were monitored. Describe how funds were used to support service recipient involvement.

Objective Outcome Measure(s):
Describe the State's progress in reaching annual targets for its approved outcome measure(s). Describe how the State collected and analyzed data relevant to the proposed measure(s).

Objective Output Measures:
Describe the State's progress and any barriers in collecting and reporting data for SF-PPR-D, Table of Activity Results.

Service Recipient Involvement:
Describe how service recipients were involved in implementing the State proposed plan.

Assurances:
Describe the measures that were used to assure that all Federally funded abstinence education program activities, curricula, and materials meaningfully represented each element of Section 510(b)(2)A-H, and did not promote contraception or sexual activity outside of marriage. Describe any barriers that were encountered in meaningfully addressing Section 510(b)(2)A-H.

Training Needs:

Describe training needs of Section 510 awardees and any ideas for addressing the needs through annual meetings of State Coordinators or other means.

Cell 11. Record any notes regarding additional attachments in cell 11. Clearly mark and attach the documents behind the performance narrative.

Cell 12. Self-explanatory.

Cell 13. Agency use only.

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-A

1.Federal Agency and Organization Element to Which Report is Submitted *Populated*	2. Federal Grant or Other Identifying Number Assigned by Federal Agency *Populated*	3a. DUNS *Populated* 3b. EIN *Populated*	4. Reporting Period End Date *(Month, Day, Year)* *Populated*

Section A—UNDUPLICATED COUNT OF CLIENTS SERVED
Indicate the number of all clients served by gender, ethnicity, and age.
CBAE Grantees - do not provide data in the rows for clients ages 19 through 29.

Label	**Summary**	**Ages 12-18**	**Ages 19-29**	**Others Served**					**TOTAL**
AE-A-100	Unduplicated Count of Clients Served Females	*Calculated*	*Calculated*	*Calculated*					*Calculated*
Label	**Race and Gender**	**Asian**	**Black**	**Hispanic**	**Native American**	**Native Hawaiian**	**White**	**Other**	**TOTAL**
AE-A-101	Female Client(s) age 12								*Calculated*
AE-A-102	Female Client(s) age 13								*Calculated*
AE-A-103	Female Client(s) age 14								*Calculated*
AE-A-104	Female Client(s) age 15								*Calculated*
AE-A-105	Female Client(s) age 16								*Calculated*
AE-A-106	Female Client(s) age 17								*Calculated*
AE-A-107	Female Client(s) age 18								*Calculated*
AE-A-108	Female Client(s) age 19								*Calculated*
AE-A-109	Female Client(s) age 20								*Calculated*
AE-A-110	Female Client(s) age 21								*Calculated*
AE-A-111	Female Client(s) age 22								*Calculated*
AE-A-112	Female Client(s) age 23								*Calculated*
AE-A-113	Female Client(s) age 24								*Calculated*
AE-A-114	Female Client(s) age 25								*Calculated*
AE-A-	Female Client(s)								*Calculat*

115	age 26								*ed*
AE-A-116	Female Client(s) age 27								*Calculated*
AE-A-117	Female Client(s) age 28								*Calculated*
AE-A-118	Female Client(s) age 29								*Calculated*
AE-A-119	Female Paren**t**(s)								*Calculated*
AE-A-120	Other female recipients of services or training								*Calculated*
AE-A-121	TOTAL	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-A

1.Federal Agency and Organization Element to Which Report is Submitted *Populated*	2. Federal Grant or Other Identifying Number Assigned by Federal Agency *Populated*	3a. DUNS *Populated* 3b. EIN *Populated*	4. Reporting Period End Date *(Month, Day, Year)* *Populated*

Section A (Continued)—UNDUPLICATED COUNT OF CLIENTS SERVED
Indicate the number of all clients served by gender, ethnicity, and age.
CBAE Grantees - do not provide data in the rows for clients ages 19 through 29.

Label	Summary	Ages 12-18	Ages 19-29	Others Served					TOTAL
AE-A-200	Unduplicated Count of Clients Served Males	*Calculated*	*Calculated*	*Calculated*					*calculated*
AE-A-201	Unduplicated Count of Clients Served Males and Females	*Calculated*	*Calculated*	*Calculated*					*calculated*
Label	**Race and Gender**	**Asian**	**Black**	**Hispanic**	**Native American**	**Native Hawaiian**	**White**	**Other**	**TOTAL**
AE-A-202	Male Client(s) age 12								*Calculated*
AE-A-203	Male Client(s) age 13								*Calculated*
AE-A-204	Male Client(s) age 14								*Calculated*
AE-A-205	Male Client(s) age 15								*Calculated*
AE-A-206	Male Client(s) age 16								*Calculated*
AE-A-207	Male Client(s) age 17								*Calculated*
AE-A-208	Male Client(s) age 18								*Calculated*
AE-A-209	Male Client(s) age 19								*Calculated*
AE-A-210	Male Client(s) age 20								*Calculated*
AE-A-211	Male Client(s) age 21								*Calculated*
AE-A-212	Male Client(s) age 22								*Calculated*
AE-A-	Male Client(s) age								*Calculat*

213	23								*ed*
AE-A-214	Male Client(s) age 24								*Calculated*
AE-A-215	Male Client(s) age 25								*Calculated*
AE-A-216	Male Client(s) age 26								*Calculated*
AE-A-217	Male Client(s) age 27								*Calculated*
AE-A-218	Male Client(s) age 28								*Calculated*
AE-A-219	Male Client(s) age 29								*Calculated*
AE-A-220	Male Paren**t**(s)								*Calculated*
AE-A-221	Other male recipients of services or training								*Calculated*
AE-A-222	TOTAL	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculate*	*Calculate*	*Calculated*
AE-A-223	**TOTAL MALES & FEMALES**	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculated*	*Calculate*	*Calculated*	*Calculated*

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-B

1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS	4. Reporting Period End Date *(Month, Day, Year)*
Populated	*Populated*	3a. DUNS *Populated* 3b. EIN *Populated*	*Populated*

Section B—HOURS OF SERVICE RECEIVED BY CLIENTS
Indicate the number of clients, by age group, who received the total number of "program hours."
CBAE Grantees - do not provide data in the columns for clients ages 19 through 29.

Label	**Summary**	**Ages 12-18**	**Ages 19-29**				**TOTAL**
AE-B-100	Unduplicated Count of Clients Served	*Populated*	*Populated*				*Populated*
Label	**Number of Hours Received**	**By 12-18 year olds**	**By 19-29 year olds**				**TOTAL**
AE-B-	1 hour						*Calculated*
AE-B-	2 hours						*Calculated*
AE-B-	3 hours						*Calculated*
AE-B-	4 hours						*Calculated*
AE-B-	5 hours						*Calculated*
AE-B-	6 hours						*Calculated*
AE-B-	7 hours						*Calculated*
AE-B-	8 hours						*Calculated*
AE-B-	9 hours						*Calculated*
AE-B-	10 hours						*Calculated*
AE-B-	11 hours						*Calculated*
AE-B-	12 hours						*Calculated*
AE-B-	13 hours						*Calculated*
AE-B-	14 hours						*Calculated*
AE-B-	15 hours						*Calculated*
AE-B-	16 hours						*Calculated*
AE-B-	17 hours						*Calculated*
AE-B-	18 hours						*Calculated*
AE-B-	19 hours						*Calculated*
AE-B-	20 hours						*Calculated*
AE-B-	21 hours						*Calculated*
AE-B-	22 hours						*Calculated*
AE-B-	23 hours						*Calculated*
AE-B-	24 hours						*Calculated*
AE-B-	25 hours						*Calculated*
AE-B-	26 hours						*Calculated*
AE-B-	27 hours						*Calculated*
AE-B-	28 hours						*Calculated*
AE-B-	29 hours						*Calculated*
AE-B-	30 hours						*Calculated*
AE-B-	31 hours						*Calculated*
AE-B-	32 hours						*Calculated*
AE-B-	33 hours						*Calculated*
AE-B-	34 hours						*Calculated*
AE-B-	35 hours						*Calculated*
AE-B-	36 hours						*Calculated*
AE-B-	37 hours						*Calculated*
AE-B-	38 hours						*Calculated*
AE-B-	39 hours						*Calculated*
AE-B-	40 hours						*Calculated*
AE-B-	41 hours						*Calculated*
AE-B-	42 hours						*Calculated*
AE-B-	43 hours						*Calculated*
AE-B-	44 hours						*Calculated*
AE-B-	45 hours						*Calculated*
AE-B-	46 hours						*Calculated*
AE-B-	47 hours						*Calculated*

AE-B-	48 hours						*Calculated*
AE-B-	49 hours						*Calculated*
AE-B-	50 hours						*Calculated*
AE-B-	TOTAL	*Calculate*	*Calculate*				*Calculated*

PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-C

1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS	4. Reporting Period End Date *(Month, Day, Year)*
Populated	*Populated*	*Populated*	*Populated*
		3b. EIN *Populated*	

Section C—PROGRAM COMPLETION DATA
Report the number of all clients that complete the various types of program(s) offered..
CBAE Grantees - do not provide data in the columns for clients ages 19 through 29.

Label	Description	Select Type of Program	Distinct number of hours provided	No. of 12-18 year olds completing ≥75%.	No. of 19-29 year olds completing ≥75%.	Percent of clients that complete ≥75% of program.
AE-C-101	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐ After school abstinence curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)___________________				*Calculated*
						Calculated
AE-C-102	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐ After school abstinence curriculum ☐ Parent education ☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)___________________				*Calculated*
						Calculated
AE-C-103	Counts of clients that complete	☐ In-class abstinence curriculum ☐ After school abstinence curriculum ☐ Parent education				*Calculated*

	at least 75% of the program	☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)___________________				*Calculated*
AE-C-104	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐ After school abstinence curriculum ☐ Parent education				*Calculated*
		☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)___________________				*Calculated*
AE-C-105	Counts of clients that complete at least 75% of the program	☐ In-class abstinence curriculum ☐ After school abstinence curriculum ☐ Parent education				*Calculated*
		☐ Training for abstinence educators ☐ Mentoring (one-on-one) ☐ Conference, retreat ☐ Rally, assembly ☐ Add'l. programs (youth presenters, drama, etc.) ☐ Other (Describe)___________________				*Calculated*

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PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

Table of Activity Results		Page 6 of 6	
1.Federal Agency and Organization Element to Which Report is Submitted *Populated*	2. Federal Grant or Other Identifying Number Assigned by Federal Agency *Populated*	3a. DUNS *Populated* 3b. EIN *Populated*	4. Reporting Period End Date *(Month, Day, Year)* *Populated*

Section D—COMMUNITIES SERVED

Label	Description	State (spell fully for consistency across States)	County	City/Town			
AE-D-101	Area where services provided:						
AE-D-102	Area where services provided:						
AE-D-103	Area where services provided:						
AE-D-104	Area where services provided:						
AE-D-105	Area where services provided:						
AE-D-106	Area where services provided:						
AE-D-107	Area where services provided:						
AE-D-108	Area where services provided:						
AE-D-109	Area where services provided:						
AE-D-110	Area where services provided:						
AE-D-111	Area where services provided:						
AE-D-112	Area where services provided:						
AE-D-113	Area where services provided:						
AE-D-114	Area where services provided:						
AE-D-115	Area where services provided:						
AE-D-116	Area where services provided:						
AE-D-117	Area where services provided:						
AE-D-118	Area where services provided:						

AE-D-119	Area where services provided:						
AE-D-120	Area where services provided:						
AE-D-121	Area where services provided:						
AE-D-122	Area where services provided:						
AE-D-123	Area where services provided:						
AE-D-124	Area where services provided:						
AE-D-125	Area where services provided:						
AE-D-126	Area where services provided:						
AE-D-127	Area where services provided:						
AE-D-128	Area where services provided:						
AE-D-129	Area where services provided:						
AE-D-130	Area where services provided:						
AE-D-131	Area where services provided:						
AE-D-132	Area where services provided:						
AE-D-133	Area where services provided:						
AE-D-134	Area where services provided:						
AE-D-135	Area where services provided:						
AE-D-136	Area where services provided:						
AE-D-137	Area where services provided:						
AE-D-138	Area where services provided:						
AE-D-139	Area where services provided:						
AE-D-140	Area where services provided:						
AE-D-141	Area where services provided:						
AE-D-142	Area where services provided:						
AE-D-	Area where services						

143	provided:						
AE-D-144	Area where services provided:						
AE-D-145	Area where services provided:						

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INSTRUCTIONS FOR THE COMPLETION OF PERFORMANCE PROGRESS REPORT
Table of Activity Results SF-PPR-D

General Purpose of SF-PPR-D, Table of Activity Results

U.S. Code 42, Section 710 references the application of Section 706 of the same code to the abstinence education grant program for States. Section 706 requires block grant recipients to submit reports as directed by HHS.

ACF will use the information collected to collect comparative data required to account for the annual expenditure of $50 million in Federal funds, assess the progress and impact of ACF's Federally funded abstinence education programs against ACF's Strategic Plan goals, and provide feedback to assist State grantees.

The data collected also fulfill requirements of OMB for setting of performance targets and assessment and validation of accomplishments.

Section A—Unduplicated Count of Clients Served

Purpose of Section A

The purpose of Section A—Unduplicated Count of Clients Served, is to track and report the unduplicated number of clients served for each program year. Each client is counted only once.

General Instructions

Section A should be submitted as part of all required reports. Annual reports should provide cumulative data for 12 months.

Complete each cell in Section A for an unduplicated number of clients served in all programs funded by the abstinence education grant except for media campaigns.

In determining the age of a client, use the age of the client at the first point of contact during the program year. Since the purpose of the community-based abstinence education (CBAE) program grants is to provide services to youth ages 12-18, CBAE grantees should not provide any data in the rows for clients ages 19 through 29.

If a State program has served youth that are younger than 12 or during the report period, include that data in rows AE-A-120 (females) or AE-A-221 (males).

If you are helping young adults in making decisions related to abstinence, and the young adults happen to be young parents, record these clients under their ages. The row for tracking services to parents (AE-A-119 and AE-A-219) should be reserved for recording those efforts aimed at helping parents talk with their children about their children's sexual choices.

Use the following definitions when determining race:

- **Asian -** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

- **Black or African American -** A person having origins in any of the black racial groups of Africa.
- **Hispanic or Latino -** A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."
- **American Indian or Alaska Native -** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- **Native Hawaiian or Other Pacific Islander -** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- **White -** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Other (not required by OMB) -** A person wishing to identify himself or herself as “other” rather than one of the demographic groups described above.

If your program is implementing a media campaign, report such activities, and the numbers served, in the narrative of your program progress report.

Section B—Hours of Service Received by Clients

Purpose of Section B

The purpose of Section B, Hours of Service Received by Clients, is to track and report the total number of service hours that clients have received during the report period.

For example, a grantee may provide 1,000 ninth grade students with a 20-hour curriculum program while also providing 5,000 other youth with a one-hour event. Section B allows the grantee to report these numbers in greater detail, rather than averaging the program hours together. Averaged together, the result would show that 6,000 youth received an average of 4 hours of service, which would not clearly represent the nature of the programs. A more detailed report of the example is captured in the sample table rows below.

Number of Hours Received	By 12-18 year olds	By 19-29 year olds
1	5,000	
20	1,000	
Total 12-18	**6,000**	

General Instructions

Indicate the number of clients, by age group, who received the total number of hours listed for each row. CBAE grantees should leave blank (not provide any data) in the columns for 19-29 year olds.

An hour is equivalent to 60 minutes, and all sessions should be counted only for the actual number of minutes that a youth is served. A session that lasts for 30 minutes should be counted as 30 minutes; 43 minutes should be counted as 43 minutes. The total number of minutes of service that a youth receives must be converted into hours and rounded to the nearest ¼ hour. For example, 343 minutes will equal 5.75 hours.

For clients that receive services from multiple programs, program staff must add together the time received together so that only one number of program hours received will be recorded for each client served. For example, if a student participated in 17 hours of a 20-hour curriculum program and also participated in a one-half hour event, the total number of program hours for that student would be 17.5.

For clients that received more than 50 program hours, report their hours in the report form narrative. Do not include any media campaign activities in Section B. Rather, report such activities, and the numbers served, in form SF-PPR (general performance progress report).

The total number of clients served in each of the two age group columns should be equal to the unduplicated count of clients served for those age groups in Section A, row AE-A-201.

Section C—Program Completion Data

Purpose of Section C

The purpose of Section C, Program Completion Data, is to track and report the number of all clients that complete the various types of program(s) offered.

General Instructions

In each row, choose and report on one type of program offered by the grantee during the program year. A grantee may have several programs such as separate programs for middle school and high school students, events, or training programs, etc., and each row should be devoted to one program type with a distinct number of program hours. For example, if a program offers two after-school abstinence curriculum programs with one totaling 12 hours and the second totaling 24 hours, these should be recorded on separate rows. However, if a grantee offers three after-school programs that all provide 15 hours of programming, the data for these should be added together and recorded in one row.

In the fourth column, list the total number of hours that are provided by each program type.

In the fifth or sixth column, list the number of clients that completed at least 75% of the program above the total number of clients served for each of the age ranges indicated. CBAE grantees should leave blank (not provide any data) in the column for 19-29 year olds.

The total number of clients served by all programs, if they were to be added together, may be greater than the unduplicated count of all clients, as reported in Section A, if clients participated in more than one program.

Grantees with sub-grantees may wish to have each sub-awardee fill out this form separately and then compile the data into one form. In these cases, grantees will likely need to use more than one page.

Section D—Communities Served

Purpose of Section D

The purpose of Section D, Communities Served, is to track and report geographical areas in which the grantee has provided services.

General Instructions

Record the geographical areas in which all programs were provided during the budget year by State, county, and city/town. Grantees need not report the communities in which the clients reside.

Optional Narrative

If needed, submit with SF-PPR-D a narrative that describes any elements related to sections A-D that need to be explained. For example, the narrative may describe:

- clients served through media activities;
- groups that have been combined under “Other” in section A; or
- hours of service received by clients outside the age ranges of 12-18 or 19-29.

Organize the narrative in the order of sections A through D, and use headings to clearly identify which section the narrative is describing.

Appendix E FY 2009 Terms and Conditions

By acceptance of this award, the State agrees to comply with the terms and conditions detailed below. Failure to comply with these terms and conditions may result in the loss of Federal funds and may be considered grounds for the suspension or termination of this grant.

This award is subject to the following terms and conditions:

PROGRAM STANDARDS

1. The provisions of Section 510 of the Social Security Act, and the current approved Abstinence Education application, including all approved amendments or revisions.

ADMINISTRATIVE REQUIREMENTS

2. The following regulations from Title 45 of the Code of Federal Regulations (CFR):

45 CFR Part 16	Procedures of the Departmental Grant Appeals Board;
45 CFR Part 30	Claims Collection;
2 CFR Part 376	Debarment and Suspension from Eligibility for Financial Assistance (Nonprocurement);
45 CFR Part 80	Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964;
45 CFR Part 81	Practice and Procedure for Hearings Under Part 80 of this Title;
45 CFR Part 84	Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance;
45 CFR Part 86	Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance;
45 CFR Part 87	Equal Treatment for Faith-Based Organizations;
45 CFR Part 91	Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance;
45 CFR Part 92	Uniform Administrative Requirements for Grants and Cooperative Agreements to State, and Local, and Tribal Governments
45 CFR Part 93	New Restrictions on Lobbying;
45 CFR Part 100	Intergovernmental Review of Department of Health and Human Services Programs and Activities.

3. The following Circulars from the Office of Management and Budget (OMB):

2 CFR Part 225/ (OMB Circular A-87)	Cost Principles for State, Local and Indian Tribal Governments
OMB Circular A-133 and the Single Audit Act of 1984 (P.L. 98-502)	Audits of States, Local Governments, and Non-Profit Organizations

4. Federal funds awarded under this grant may be used to pay $4/7^{th}$ of Abstinence Education project costs. The remaining $3/7^{th}$ must be from non-Federal sources, either State, local, cash or in-kind. The non-Federal

share must be used to support approved program activities and is subject to the same rules of allowability, reasonableness and necessity that apply to the Federal share. The non-Federal share must be accounted for on the Financial Status Report (SF-269A).

5. None of the Federal funds provided under this award or non-Federal contributions used to meet the mandated match shall be used for construction or the purchase of land.

6. Federal funds awarded under this grant must be obligated and expended by September 30, 2010. A negative award will recoup unobligated and/or unliquidated funds reported on the final SF-269A report.

7. Direct Federal grants, sub-awards, or contracts under this program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the prohibition of Federal funds for inherently religious activities can be found on the HHS website at: http://www.os.dhhs.gov/fbci/waisgate21.pdf.

8. No organization may participate in this project in any capacity or be a recipient of Federal funds designated for this project if the organization has been debarred or suspended or otherwise found to be ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." (See 45 CFR 92.35.) States must include a similar term and/or condition for all sub-awards or contracts awarded under this program. Prior to issuing subawards or contracts under this grant, the State must consult the ineligible parties list to ensure that organizations under funding consideration are not ineligible. The list is available on the Web at http://www.epls.gov.

9. The State is responsible for monitoring grant, sub-grant/sub-recipient and contract supported activities to assure compliance with Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function and activity. (See 45 CFR 92.40.)

10. Federal grant funds provided under this award may not be used by the grantee or any sub-grantee to support lobbying activities to influence proposed or pending Federal or State legislation or appropriations. This prohibition is related to the use of Federal grant funds and is not intended to affect an individual's right or that of any organization, to petition Congress, or any other level of Government, through the use of other resources. (See 45 CFR Part 93.)

11. In accordance with P.L. 103-333, the "Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act of 1995," the following provisions are applicable to this grant award:

    Section 507: "Purchase of American-Made Equipment and Products - It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this Act should be American-made."

    Section 508: "When issuing Statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all States receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly State (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources."

12. In accordance with Part C of P.L. 103-227, the "Pro-Children Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.

    The above language must be included in any subawards that contain provisions for children's services and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to $1,000 per day.

13. This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to: http://www.acf.hhs.gov/grants/award_term.html. The use of Federal funds from this award constitutes the State's acceptance of these terms and conditions.

SUB-RECIPIENTS AND VENDORS UNDER GRANTS

14. States are required to determine recipient type when sub-granting or contracting using Federal funds. Recipient type includes sub-grantees/sub-recipients, vendors and contractors. OMB Circular A-133 establishes the standards for determining the difference between a sub-grantee and a vendor, based on the substance of the relationship with the State, rather than the form of the agreement.

    A recipient is considered a ***sub-grantee*** and is subject to OMB Circular A-133 if it meets the following conditions:

    a. Determines who is eligible to receive what Federal financial assistance;
    b. Has its performance measured against whether the objectives of the Federal program are met;
    c. Has responsibility for programmatic decision making;
    d. Has responsibility for adherence to applicable Federal program compliance requirements;
    e. Uses the Federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity;

    A recipient is considered a ***vendor*** and is not subject to OMB Circular A-133 if it meets the following conditions:

    a. Provides the goods and services within normal business operations;
    b. Provides similar goods or services to many different purchasers;
    c. Operates in a competitive environment;
    d. Provides goods or services that are ancillary to the operation of the Federal program;
    e. Is not subject to compliance requirements of the Federal program.

15. States are required to advise sub-grantees/sub-recipients of requirements imposed on them by Federal laws, regulations, and the provisions of grant agreements or contracts as well as any supplemental requirements imposed by the State. These include grant administrative requirements and cost principles according to recipient type. For example, nonprofit subrecipients are subject to the cost principles at OMB Circular A-122; educational institution subrecipients are subject to those at OMB Circular A-21; and commercial organization vendors or subcontractors are subject to the cost principles under 48 CFR Part 31. Sub-recipients and sub-grantees are also subject to the provisions of 45 CFR Part 92 and OMB Circular A-133.

16. States must ensure that sub-recipients and sub-grantees expending more than $500,000 or more in Federal awards during the sub-recipient/sub-grantee's fiscal year have an audit in compliance with the requirements of OMB Circular A-133.

FINANCIAL STATUS AND PROGRAM NARRATIVE REPORTING

17. In accordance with 45 CFR 92.40 and 45 CFR 92.41, the grantee must submit an original annual financial status report (SF-269A) of expenditures (to include Federal and non-Federal funds) and program narrative reports, within 90 days after the end of the each year. A separate annual expenditure and program narrative report is required for each fiscal year until all funds have been liquidated for the reported fiscal year.

18. In accordance with Action Transmittal OA–ACF–AT–01-05 (January 25, 2005), in lieu of paper copies, grantees are encouraged to submit their annual financial status report forms electronically, via the ACF Online Data Collection (OLDC) system at https://extranet.acf.hhs.gov/ssi.

    Grantees that elect to submit paper copies send one (1) "original signature" copy of the SF-269A to:

    Administration for Children and Families
    Office of Grants Management
    Division of Mandatory Grants
    370 L'Enfant Promenade, SW
    Washington, DC 20447

19. The annual program narrative report should be submitted to::

    Scott Riggins
    Acting Director
    DHHS/Administration for Children and Families
    FYSB/Abstinence Education Division
    Portals Building, Suite 800
    1250 Maryland Ave., SW
    Washington, DC 200224

20. A negative award will recoup unobligated and/or unliquidated funds reported on the final SF-269A report. Failure to submit required financial and program progress reports on time may be grounds for withholding payments or for suspending or terminating the grant award.

PAYMENT ARRANGEMENTS

21. Payments under this grant will be made through the Division of Payment Management's *Smartlink* Payment System. The grantee shall comply with requirements imposed by the system. Please direct any questions regarding payments to:

    Director, Payment Management System
    P.O. Box 6021
    Rockville, MD 20852
    (877) 614-5533

NOTE: The U.S. Government Accountability Office (GAO) maintains **FraudNET**, a system for reporting allegations of fraud, waste and abuse under Federal grants and cooperative agreements. Reports are kept confidential; you need not provide your name. Information provided through the Internet web site is secure and all information is safeguarded against unauthorized disclosure.

To report the possible misuse of Federal funds, the E-mail address is fraudnet@gao.gov; the phone number is 1-800-424-5454 (automated answering system); the fax number is 202-512-3086; and the mailing address is GAO **FraudNET**, 441 G Street N.W., Washington, D.C. 20548. When you submit allegations, please provide as much detailed information as possible.

APPENDIX F GUIDANCE FOR ACF ABSTINENCE EDUCATION GRANTEES THAT IMPLEMENT RELIGIOUS PROGRAMS

1. **Religious Materials**

   Eliminate all religious materials from the presentation of the Federally funded program. This includes:
   - Bibles or other books of worship;
   - Registration materials that include religious inquiries or references;
   - Follow up activities that include or lead to religious outreach; and
   - Religious content in materials.

   45 CFR 87.2. (c). ("If an organization conducts [inherently religious] activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the Department . . . ."). 69 Fed. Reg. 42586, 42593 (2004).

2. **Separate and Distinct Programs**

   Any program with religious content must be a separate and distinct program from the Federally funded program, and the distinction must be completely clear to the consumer. Some of the ways in which this may be accomplished include, but are not limited to, the following examples:

   - Creating separate and distinct names for the programs;
   - Creating separate and distinct looks for the promotional materials used to promote each program; and
   - Promoting *only* the Federally funded program in materials, websites, or commercials purchased with *any portion* of the Federal funds.

   Note: If an organization offers both a Federally funded program and a religious program that both provide the same social service, or the clients served are children, it is very important that the separation between the programs be accentuated.

   45 CFR 87.2 (c). ("Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department."). 69 Fed. Reg. 42586, 42593 (2004).

3. **Separate Presentations**

   Completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct.* If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

   Some of the ways in which separation of presentations may be accomplished include, but are not limited to, the following examples:

   - **The programs are held in completely different sites or on completely different days.**

   - **The programs are held at the same site <u>at completely different times.</u>** Separation may be accomplished through such means as:
     - Have sufficient time between the two programs to vacate the room, turn down the lights, leave the stage, etc. in order to reasonably conclude the first program before beginning the second;

- Completely dismiss the participants of the first program;
- The second program could follow in the same room or, where feasible, in a different room to further distinguish the difference between the programs.

- **The programs are held in different locations of the same site <u>at the same time.</u>**
  Separation may be accomplished through such means as:
  - Completely separate registration locations; and
  - Completely separate areas where programs are held such as by room, hallway, or floor, etc.

45 CFR 87.2. (c). ("If an organization conducts [inherently religious] activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the Department . . . ."). 69 Fed. Reg. 42586, 42593 (2004).

4. **Availability of Other Programs**

After the Federally funded program has ended a grantee may provide a brief and non-coercive invitation to attend a separate religious program.

The invitation should make it very clear that this is a separate program from, and not a continuation of, the Federally funded program. It must also be clear that participants are not required to attend the separate religious program, and that participation in Federally funded programs are not contingent on participation in other programs sponsored by the grantee organization.

Religious materials, such as a registration that includes religious follow-up may only be provided in the privately funded program rather than the Federally funded program.

45 CFR 87.2 (c). ("participation [in any privately funded inherently religious activities] must be voluntary for beneficiaries of the programs or services funded with [direct Federal financial] assistance"). 69 Fed. Reg. 42586, 42593 (2004).

5. **Cost Allocation**

Demonstrate that Federal funds are only being used for the Federally funded program. Some of the ways in which separation of funds may be accomplished include, but are not limited to, the following examples:

- Implement the use of time sheets that keep track of all staff hours charged to the Federally funded grant, whether the staff work in other programs or not.
- Require any staff working in both Federally funded programs and other programs to clearly indicate how many hours are spent on each program.
- If any staff work on both a Federally funded program and a non-Federally funded program at the same site on the same day, require the staff to clearly indicate not only how many hours are spent on the Federal program but also which specific hours are spent on the Federal program. The hours should reflect that time spent on any program with religious content have been completely separated from hours spent on the Federally funded program.
- Show cost allocations for all items and activities that involve both programs such as staff time, equipment, or other expenses such as travel to event sites.
  This may be accomplished through such means as:

  - Example: if transportation is used to go to a site where a Federally funded program is conducted and a religious or non-religious program funded through other means is also conducted by the grantee at the same site, one half of the travel costs (gas, lodging, etc.) should be charged to the Federal program. If *three* separate and distinct programs are conducted at a site by a Federally funded grantee and one of them is the Federally funded program, only one third of the travel costs should be charged to the Federal program, etc.

- Example: if an electronic device is used 30% of the time for the Federally funded program, this should be demonstrated through clear record keeping. Only 30% of the cost of the electronic device should be charged to the program.

2 CFR Part 225 (OMB Circular A-87), Appendix A. § C.3.a; 45 CFR 87.2.

6. **Advertisements**

Federally funded programs cannot limit advertising the grant program services exclusively to religious target populations.

45 CFR 87.2 (e). ("An organization that participates in programs funded by direct financial assistance from the department shall not, in providing services, discriminate against a program beneficiary or prospective beneficiary on the basis of religion or religious belief.")

DATE:_____________________ ___________/S/________________________

JOAN E. OHL

COMMISSIONER

ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES

Administration for Children and Families OMB Control No. 0970-0271
Department of Health and Human Services Expires 9/30/07