



Administration for Children and Families

Administration on Children, Youth and Families

Affordable Care Act Tribal Personal Responsibility Education Program for Teen Pregnancy Prevention

HHS-2011-ACF-ACYF-AT-0157

Application Due Date: 08/23/2011

Affordable Care Act Tribal Personal Responsibility Education Program for Teen Pregnancy Prevention

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**Department of Health & Human Services
Administration for Children & Families**

Program Office: Administration on Children, Youth and Families - Family and Youth Services Bureau

Funding Opportunity Title: Affordable Care Act Tribal Personal Responsibility Education Program for Teen Pregnancy Prevention

Announcement Type: Initial

Funding Opportunity Number: HHS-2011-ACF-ACYF-AT-0157

CFDA Number: 93.092

Due Date For Letter of Intent: **07/25/2011**

Due Date for Applications: **08/23/2011**

Executive Summary:

The Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) is accepting applications from Tribes and tribal organizations for the development and implementation of the Tribal Personal Responsibility Education Program (Tribal PREP).

This grant program is both discretionary and competitive. Fiscal Year (FY) 2011 applications are projected to be awarded no later than September 29, 2011. The 48-month project period is divided into two parts: the first 12-month period will serve as the Planning Year for the project; the remaining 36 months, years 2 through 4, constitute the period for Project Implementation. A total of approximately \$6.5 million dollars is available during the Planning Year. During each subsequent year of Project Implementation, approximately \$3.25 million is available.

Funds will support:

- Collaborative, community planning efforts to further identify and refine needs in the area of teen pregnancy prevention and to develop capacity and infrastructure to support such a program;
- The design, implementation and sustaining of teen pregnancy prevention and adulthood preparation programs that are based on effective models (or elements of effective models); practice-based evidence, or promising practices in the community;
- The provision of culturally appropriate teen pregnancy prevention and adulthood preparation services to youth that meet the unique needs of the community; and
- The design of and participation in evaluations with sufficient rigor to examine the effectiveness of teen pregnancy prevention and adulthood preparation programs adapted to serve American Indian/Alaskan Native (AI/AN) youth.

I. Funding Opportunity Description

Statutory Authority

The legislative authority for this announcement is Section 2953 of the Patient Protection and Affordable Care Act of 2010, Pub.L. 111-148, which adds a new Section 513 to Title V of the Social Security Act, to be codified at 42 U.S.C. § 713, authorizing the Personal Responsibility Education Program (PREP). Section 513(c)(2)(A) specifically addresses the tribal PREP, particularly the requirement for Department of Health and Human Services to consult with Tribes and tribal organizations for the 5 percent set-aside for funding.

Description

Purpose

President Barack Obama signed into law the Patient Protection and Affordable Care Act of 2010, Pub.L. 111-148, (ACA) on March 23, 2010. The ACA amended Title V of the Social Security Act to include a new grant program entitled the Personal Responsibility Education Program (PREP). As authorized, the PREP provides both mandatory grants to States and Territories, as well as discretionary grants awarded through competition. Awards announced here are for Tribes and are discretionary and competitive. They must be used for a program designed to educate adolescents on both abstinence and contraception to prevent pregnancy and sexually transmitted infections (STIs), including HIV/AIDS, and at least three adulthood preparation subjects. As required by the Act, tribal consultation was conducted (July 27-October 29, 2010) to inform the development of the Tribal PREP in a culturally appropriate manner and with respect to the government-to-government relationship that exists between Indian Tribal governments and the Federal government. PREP funding for Tribes and tribal organizations is available through FY 2014.

The Administration for Children and Families (ACF), Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) is accepting discretionary, competitive grant applications from Tribes and tribal organizations for the development and implementation of the Tribal PREP. This announcement sets forth the application requirements, the application process, and other administrative and fiscal requirements on how to apply for funding in FY 2011.

The purpose of this announcement is to enable Tribes and tribal organizations to support Personal Responsibility Education Programs that specifically address the needs of Native youth in their particular communities. Efforts to prevent teen pregnancy and sexually transmitted infection and disease, as well as to help prepare youth for their transition to adulthood, are the key objectives for PREP. Tribes and tribal organizations are encouraged, to the extent possible, to use models (or elements of models) of existing teen pregnancy prevention programs that have been proven to be effective - on the basis of scientific research - in changing behavior. This may mean delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth. If existing models cannot be adapted for a particular Tribe or Native community, the applicant must show how their proposed new strategies are likely to be effective based on the unique cultural needs of their youth and relevant theories of behavior change.

Information on eligible applicants is available in *Section III.1. Eligible Applicants*.

Under this announcement, competitive, discretionary funds in the amount of \$6.5 million will be available for award in the Tribal PREP in FY 2011. In the first year, Project Planning, applicants may apply for awards in amounts that range from \$200,000 to \$800,000. Each subsequent funding year for Project Implementation there will be approximately a total of \$3.25 million available with a funding range between \$100,000 and \$400,000.

If grantee Tribes or tribal organizations have multiple-site projects and/or subawards or subcontracts, then an implementation strategy and organizational structure must ensure that the project is carried out by subgrantees in accordance with the overall approved application.

Background

Section 513(c)(2)(A) of the Social Security Act authorizes the Secretary, HHS, to reserve 5 percent of the \$65 million designated for States, Territories and Tribes to award "grants to Indian tribes and tribal organizations in such manner, and subject to such requirements, as the Secretary, in consultation with Indian tribes and tribal organizations, determines appropriate".

Funding is directed toward the development of comprehensive teen pregnancy prevention programs that incorporate medically accurate approaches, replicating effective programs or elements of programs that have been demonstrated to change behavior. ACF envisions that the Tribal PREP will focus on the same fundamental requirements as the State PREP - the education of youth on both abstinence and contraception and on other adulthood preparation subjects with the goal of preventing teen pregnancy and STIs (including HIV/AIDS). Funding levels are anticipated as follows: The first year (Phase I - Planning) will be funded at \$6.5 million; each subsequent year during years 2 through 4 (Phase II - Implementation) will be funded at \$3.25 million.

FYSB strongly supports PREP efforts that are dedicated to the development of comprehensive, high-quality interventions and services that rely on the best available research evidence to inform and guide practice. FYSB recognizes that there are few studies of teen pregnancy prevention programs targeting youth in tribal communities. Further, programs that currently serve Native youth have not been rigorously evaluated and may not offer strong models for replication. Tribes and tribal organizations are encouraged, therefore, to adapt evidence-based (EB) models (or elements of EB models) that address the unique cultural needs of their communities. Adaptation, to the extent possible, should retain core elements of proven effective programs. If proven effective models or elements of models are not readily adaptable for a particular Indian Tribe or Native community, Tribes and tribal organizations must explain how their proposed intervention designs will successfully serve Native youth. These original designs may be valuable candidates for including adequate evaluation strategies so they may eventually be replicated to serve other Native communities.

FYSB recognizes that the ultimate goal of designing, implementing, and evaluating effective, adolescent pregnancy prevention efforts is broader than the scope of one agency. FYSB is working in close collaboration with other HHS agencies and looks forward to partnering with additional Federal, State and local government programs and community-based organizations to foster high-quality, well-coordinated PREP for youth with a specific focus on populations that are most at risk of teen pregnancy. We realize that coordination of services with other agencies has been an essential characteristic of tribal, State and local programs for many years. We will continue to encourage, support, and promote these collaborative activities. ACF envisions that this program will support and strengthen cooperation and coordination among various programs that serve youth and families in tribal communities, with the intent of improving capacity and the quality of services across funding streams.

Population of Focus

According to the *Science Says* brief published in August 2009 by The National Campaign to Prevent Teen and Unplanned Pregnancy:

"The American Indian and Alaska Native (AI/AN) teen birthrate increased 12% between 2005 and 2007 - more than any other racial/ethnic group. Little information is available about the sexual and contraceptive behavior of Native Teens. The information that is available suggests that this population may be particularly in need of services as they may be more likely than other teens to have sex before age 16 and when sexually active, less likely to self-report using contraception the last time they had sex. There are only a limited number of programs available which have been designed specifically for Native teens and none have been rigorously evaluated."

For many reasons there is a lack of knowledge about AI/AN health, especially for the majority of the population living off Indian lands. Few programs exist to help Native American youth prevent pregnancy. There is a lack of information on the best ways to reduce teen pregnancy in the Native population. Participants in the *Native Teen Voices* study in Minnesota cities, however, identified several recommendations for the prevention of teen pregnancy in Native communities:

- Show Native Youth the reality and consequences of adolescent pregnancy;
- Enhance and develop culturally appropriate school- and community-based pregnancy prevention programs for Native youth through the implementation of Native-led pregnancy prevention

discussions (relying on family members and elders) and culturally-based activities and programs (e.g., include Native ceremonies and other cultural practices);

- Improve Native adolescents' access to contraceptives;
- Discuss adolescent pregnancy with Native youth allowing them the opportunity to talk to Native peers and facilitators or other trusted adults about the issue; and
- Use key prevention messages and media which include representations of Native youth to reach Native youth.

While these focus-group findings have positive implications for those urban communities similar to those in the study, it is important to acknowledge the diversity of residential status, cultural practices and beliefs within the Native population. For example, more than twice as many Native youth live in rural areas compared to other US youth (42 percent of Native Youth compared to 15 percent of other U.S. youth). Approximately 34 percent of the AI/AN population lived on reservations according to the 2000 Census. Further research is necessary to identify how to target pregnancy prevention efforts to Native youth in urban communities and how to make current teen pregnancy prevention efforts culturally relevant to Native youth.

Tribal PREP Requirements

Applicants are encouraged to serve youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in or aging out of foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, parenting youth who are under 21 years of age, culturally underrepresented youth, and youth residing in areas with high birth rates for youth. Youth are defined as those who have attained age 10 but have not attained age 20, except in the case of pregnant or parenting youth, which may include youth under 21 years of age. Applicants are to describe, in their application abstract, the populations they propose to serve. Tribes and tribal organizations may propose additional definitions of vulnerable youth within their respective communities.

The required components of Tribal PREP are as follows:

Abstinence, Contraception and Adulthood Preparation Subjects

The law stipulates that Tribal PREP must emphasize abstinence and contraception for the prevention of pregnancy and sexually transmitted infections. The law also requires that at least three of the following adulthood preparation subjects be addressed:

- Healthy relationships, such as positive self-esteem and relationship dynamics, friendships, dating, romantic involvement, marriage, and family interactions;
- Adolescent development, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects;
- Financial literacy;
- Parent-child communication;
- Educational and career success, such as developing skills for employment preparation, job seeking, independent living, financial self-sufficiency, and work-place productivity; or
- Healthy life skills, such as goal-setting, decision making, negotiation, communication and interpersonal skills, and stress management.

For purposes of Tribal PREP, the subjects should be tailored and developed in appropriate ways to reflect the cultural practices of Native communities.

Project Period Phases I and II

The 48-month project period is divided into two phases:

Phase I: Needs Assessment, Planning, and Capacity-Building (Year 1)

Phase II: Implementation Phase (Years 2 through 4)

In Phase I, grantees must assess the needs of the community in the area of teen pregnancy, STI prevention, and the preparation of youth for adulthood. In Phase II, grantees will implement the various components of their approved plan to respond to identified needs.

Phase I: Needs Assessment, Planning, and Capacity-Building (Year 1)

In Phase I of the projects, grantees must (1) assess the needs of the community in the area of teen pregnancy prevention and the preparation of youth for adulthood; (2) develop a plan for program implementation and begin to build capacity to respond to identified needs; and (3) develop the framework for program performance and evaluation that will be implemented in Phase II.

In order to further identify the needs of the community in the area of teen pregnancy prevention, the grantee should assess:

- The quality and capacity of existing teen pregnancy prevention programs, if any;
- Numbers and characteristics of youth and families who are receiving services or potentially may receive services;
- The extent to which these program models are evidence-based, high-quality, and meeting the needs of eligible families; and
- The factors which may limit capacity in providing teen pregnancy prevention and adulthood preparation services.

Any data collection for needs assessment in the community should be coordinated with other assessments conducted at the Federal, State, tribal and local levels by public or private entities in the community related to adolescent health, public health, domestic violence, mental health, and substance abuse.

Grantees will be expected to submit a Tribal PREP implementation plan within 10 months of the Year 1 award date. FYSB will have final approval of grantee implementation plans. If an implementation plan is not approved by FYSB at the end of Phase I, it may prevent the grantee from receiving continuation funding.

Planning and capacity-building activities during Phase I may include:

- Identifying the populations to be served on the basis of the needs assessment;
- Initial efforts to build administrative and management capacity for the program (e.g., hiring key staff and locating space);
- Building relationships and developing formal agreements with potential partners and stakeholders;
- Selecting teen pregnancy prevention models for implementation;
- Collaborating with the developers of selected EB teen pregnancy prevention model(s) to adapt or modify model(s) and if needed, establishing formal agreements with developers;
- Identifying and establishing performance measures consistent with ACF's agency measurement and other benchmarks and indicators;
- Beginning to develop a database and mechanism to track progress and report on benchmarks; and
- Locating and securing partners (such as local evaluators) to plan for and participate in ongoing research and program evaluation activities.

Grantees may engage in needs assessment, planning, and capacity-building activities during Phase I, but will not fully implement their plan and/or begin serving the target population. Pending successful Phase I activities and submission (within 10 months of Year 1 award date) of a non-competing continuation application that includes an approvable plan for responding to identified and assessed needs, funds will be provided for Phase II (Implementation Phase Years 2 through 4). It is possible that those grantees who do not submit an approvable plan and application within 10 months will be required to submit a revised plan that incorporates the recommendations of ACF in order to receive funding for Phase II.

Phase II: Implementation Phase (Years 2 through 4)

In Phase II, grantees will implement the various components of their approved plan to respond to

identified needs (as determined in Phase I) and work closely with ACF to ensure high-quality Tribal PREP programs for their community. Phase II activities include:

- Building infrastructure to implement effective teen pregnancy prevention programs in the community;
- Providing high-quality Tribal PREP programs to youth in the community;
- Measuring and reporting on progress in meeting benchmarks;
- Participating in ongoing research and program evaluation activities that will result in building the knowledge base around EB teen pregnancy prevention programs to Tribal populations. Grantees are required to participate in program evaluation at the local level and may be required to participate in Federal evaluation or other data collection and analysis efforts. Grantees will have access to training and technical assistance (T/TA) to assist in the implementation and evaluation of high quality projects that may have sufficient rigor for generating evidence and disseminating model findings to other Tribes and tribal organizations.

Applicants should provide, as necessary, teenage pregnancy prevention-related health care service referrals to other providers of health care services (e.g., substance abuse, alcohol abuse, tobacco cessation, family planning, mental health issues, intimate partner violence), local public health and social service agencies, hospitals, voluntary agencies, and health or social services supported by other Federal programs (e.g., Medicaid, SCHIP, TANF) or State/local programs. Tribal PREP should encourage the enrollment of eligible youth in public assistance programs such as Medicaid and CHIP, or any other Federal or State assistance programs for which they may be eligible. While Tribes and tribal organizations may help youth find services they need and make referrals, such health services may not be paid for with Tribal PREP funds.

Any confidential medical information obtained by grantees throughout the course of this project must be protected in accordance with applicable laws and rules, including the Health Insurance Portability and Accountability Act (HIPAA), the Privacy Act, and regulations governing alcohol and substance abuse records at 42 CFR Part 2.

Travel for Conferences and Presentations

Grantees must plan for attendance at the following annual meetings over the project period of the grant:

- A 2 to 3 day kickoff national meeting in Washington, DC. Also attending will be the other grantees awarded funds under this funding opportunity announcement (FOA), the Federal Project Officer(s), and other staff and contractors of ACF and other Federal agencies, as appropriate, for the purpose of discussing details of the project work plan. The key program staff in attendance at the annual grantee meeting should be the project director and one lead staff person directly involved in the collection of data for purposes of Tribal PREP evaluation.
- It is anticipated that grantees also will attend 1-2 regional meetings on an annual basis. For regional meetings, grantees should plan to have two key staff in attendance, i.e. one lead program staff person and at least one staff person integrally involved in the collection of data for Tribal PREP evaluation.

Each meeting provides specific training for Personal Responsibility Education Program Coordinators and important program requirement updates. Grantees may send more than two key staff persons to the national meeting.

Additional Grantee Requirements:

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

- Have the Year 1 project fully functioning within 90 days following the Notice of Award for grant;
- Participate in research and/or evaluation activities and a technical assistance contract that relates to this FOA;

- Due to the nature of the activities conducted under this program, grantees are strongly encouraged to commit a reasonable and adequate amount of Federal funds to comply with the requirement for research and evaluation. Tribal PREP grantees selected by ACF must participate in an overall program evaluation conducted at the local level. The parameters and structure of this program evaluation will be determined by the end of Year 1, the Planning Year. Grantees may also be required to participate in a Federal evaluation or other data collection and analysis efforts determined by the Department. In Year 1, this will include planning efforts and building capacity to: (1) conduct research and evaluation and (2) collect and report data around benchmarks. In Years 2 through 4, grantees will engage in data collection, research and evaluation activities.

See Section VI.3 for post-award reporting requirements.

For purposes of Tribal PREP, data collection and analysis will be tailored and developed in such a way as to reflect the cultural values of Native communities.

Evidence-Based (EB) and Effective Program Model(s)

The Patient Protection and Affordable Care Act states that Personal Responsibility Education Programs (PREPs) are required to replicate "evidence-based effective programs or substantially incorporate elements of effective programs that have been proven -- on the basis of rigorous scientific research -- to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth." (Section 513(b)(2)(B)(i) of the Social Security Act, to be codified at 42 U.S.C. § 713 (b)(2)(B)(i)).

HHS established, through a systematic review, a list of 28 program models that are considered evidence-based (EB) programs found to be effective in one of the behavioral outcomes which are delaying sexual activity, increasing condom or contraception use for sexually active youth, or reducing pregnancy among youth. This independent review was conducted by Mathematica Policy Research, Inc. (MPR) through a contract with ACF. This list may be found at the Office of Adolescent Health (OAH) web site at <http://www.hhs.gov/ophs/oah/prevention/research/programs/index.html>. These are some examples of programs that are eligible for replication and the programs from which Tribes and tribal organizations -- if feasible -- can incorporate elements.

The OAH website also includes complete information regarding the process and criteria used for the review of pregnancy prevention programs, intervention implementation reports that provide descriptive information about each program model and its evaluation, and a database of all the studies that were considered in this review. The purpose of this review was to identify program models that were shown to be effective through rigorous evaluation.

Of the 28 programs identified as EB, only five included Native youth. Clearly, there is a great need to expand and strengthen the evidence base for teen pregnancy prevention programs targeted specifically to Native communities. Tribes and tribal organizations have expressed interest in developing culturally appropriate, EB programs for teen pregnancy prevention, but have been constrained by a lack of resources and a limited evidence base. The first year of this grant - specifically intended for planning, capacity-building and program development - will help grantees explore potential ways in which the EB approach may work within their tribal communities.

Tribes may use this list as a guide in the development of their proposed programming. As noted above, grantees' programs must address both abstinence and contraception, while incorporating at least three of the adult preparation subjects noted in *Section I, Abstinence, Contraception and Adulthood Preparation Subjects*. Of the 28 program models meeting HHS' evidence-based criteria, 27 models addressed abstinence and contraception in some fashion. One model program, *Promoting Health Among Teens! Abstinence Only Intervention*, is an abstinence-only model. If used for this proposal, a grantee would have to adapt it to address contraception. Similarly, if a grantee chooses to implement a model that focuses primarily on contraception, the grantee will need to insure that abstinence is also covered in the curricula. Grantees will also need to assess program models under consideration to determine how to

adhere to the requirements that programs must address at least three adult preparation subjects. Intervention designs will need to synthesize these additional topics without compromising the effectiveness of the proven programs or program elements they use to serve Native youth.

Whether grantees are replicating an entire program or incorporating significant elements of EB programs into one "new" program, fidelity to the original EB program model or program elements is strongly encouraged. When a full program model is being replicated with fidelity, adaptations to the program should generally be minimal, such as revising details in a role play, updating out-dated statistics, adjusting reading and comprehension levels, making activities more interactive, or tailoring learning activities and instructional methods to culture or development level.

In some cases, more significant adaptations may be needed, such as the incorporation of culturally appropriate approaches throughout the program; adding components to address the additional adult preparation components of PREP or ensuring that both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections are adequately addressed. Grantees also may choose to add on components related to pregnancy prevention and prevention of sexually transmitted infections. Any component that is added onto an EB program must be well-integrated into the EB program model and should not alter the core components of the model.

If a Tribe, tribal organization, or other eligible entity chooses to substantially incorporate elements of EB programs, they must ensure that the elements selected meet the PREP requirements and that there is a strong likelihood that the elements will have positive impacts on the targeted behaviors.

Information and Support

In the Tribal PREP Plan that is to be developed within the first ten months of the planning grant, grantees must describe informational and supportive activities that will be used to educate sexually active youth regarding responsible sexual behavior, focused on abstinence and the use of contraception. The information and activities carried out under the program must be provided in the cultural context that is most appropriate for individuals in their respective communities.

ACF anticipates providing training and technical assistance (T/TA) to grantees throughout the 4-year project period. The overall goals of (T/TA) are to build the capacity of grantees to complete needs assessments and develop plans for project; devise strategies for implementation and conduct research activities. T/TA is also anticipated in the following areas:

- Development of and access to data sources for needs assessments;
- Performance management measurement;
- Strategic planning;
- Collaboration and partnerships;
- Communication and marketing;
- Fiscal leveraging;
- Quality assurance; and
- Research and evaluation

This list of T/TA topics is not meant to be exhaustive and ACF intends to tailor technical assistance to meet the evolving needs of the grantees.

Medical Accuracy and Age-Appropriateness

The evidence-based PREP model(s) proposed by the applicant must be medically accurate and complete. The program(s) must provide medically accurate and complete contraceptive information; inform youth about the responsibilities and consequences of being a parent; describe how early pregnancy and parenthood can interfere with educational and other goals; and inform youth of risks associated with STIs, including HIV. Grantees will provide specific information on the medical accuracy and completeness of their proposed programs in the Tribal PREP Plan.

Programs funded with PREP funds must provide age-appropriate information and activities. The program(s) must demonstrate the capability of communicating with youth based upon their varying stages and levels of development. Topics, messages, and teaching methods must be suitable to specific age groups of youth, based upon varying capacities of cognitive, emotional, and behavioral development. Grantees' Tribal PREP Plans will describe their plans to provide age-appropriate information and programmatic activities.

Performance Measurement

All Tribes, tribal organizations and subawardees are required to monitor and report on program(s) implementation and outcomes through performance measures. Performance measures are intended for monitoring purposes and to provide feedback about whether grantees are implementing programs as intended and seeing outcomes as expected.

In the first year (Phase I - Planning) of the program, HHS plans to work with grantees to develop performance measures that could be uniformly collected across grantees. (Data collection and reporting on these measures will require the Department to obtain approval under the Paperwork Reduction Act.) By the end of the first grant year, the final performance measures - developed in partnership between the Department and grantees -- will be distributed to grantees and funded recipients will be required to report on these measures. HHS will provide training on how to implement performance data collection and reporting.

Generally, performance measures that HHS anticipates all grantees will track can be grouped into five broad categories:

- Output measures (e.g., number of eligible youth served, hours of service delivery);
- Fidelity/adaptation;
- Implementation and capacity building (e.g., community partnerships, competence in working with the identified population);
- Outcome measures (e.g., behavioral, knowledge, and intentions); and
- Community data (e.g. STIs, birth rates, etc.).

Please consider the following regarding data:

Recent nature or timeliness of data: Data sources are updated on different schedules, some annually and others much less frequently. The most recently updated data sources may be preferred to more outdated sources, even if the estimates may be less precise.

Geographic boundaries of data: Grantees have discretion in how they geographically define "community(ies)." However, whenever possible, needs assessment data should be aggregated at the same or similar geographic level (e.g., tribal reservations, counties, cities, neighborhoods, zip codes, census tracts, etc.) as the communities being described. Thus, when choosing between data sources, grantees should make careful note of the geographic units for which the data are available.

Stability of data: While it may be possible to disaggregate some national, tribal, and State data into community level data, this does not mean that the data indicators will be stable or reliable at that level. For many assessments, the subsample of residents from a specific community will be too small to represent the characteristics of that community and its residents.

Applicants should describe their capacity to report on such performance measures and any barriers to reporting once projects are implemented. Tribes and tribal organizations applying for funds must indicate their agreement to collect information related to the performance measures and report the data to HHS. Tribes and tribal organizations also are encouraged to develop additional indicators of program performance.

Evaluation

Grantees funded under this announcement will work closely with HHS to determine the type of evaluation

that will be required for Tribal PREP. FYSB will make the final determination on evaluation design by the end of the Phase I - Planning Year.

Definitions

For purposes of this program, the following definitions apply:

Adaptation - The modification of an EB program model that has been developed for a single, demographic, ethnic, linguistic, and/or cultural group for use with other groups.

Age-Appropriate - Topics, messages, and teaching methods that are suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

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

Core Components - Program characteristics that must be kept intact when intervention is being replicated or adapted, in order for it to produce program outcomes similar to those demonstrated in the original evaluation research. The grantee must consult directly with curriculum developers to determine the core components of the program model.

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

Evidence-based program models - Program models for which systematic, empirical research, or evaluation findings have provided evidence of effectiveness. The listing of EB programs (EBPs) which the Department has identified as having met the standards to be considered effective and eligible for funding for replication is available on the OAH Web page at: <http://www.hhs.gov/ophs/oah>.

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

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

Medically Accurate and Complete - Verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable; or comprising information that leading professional organizations and agencies with relevant expertise in the field recognized as accurate, objective, and complete.

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

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

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

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

Youth - An individual who has attained age 10, but has not attained age 20.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$6,500,000
Expected Number of Awards:	15
Award Ceiling:	\$800,000 Per Budget Period
Award Floor:	\$200,000 Per Budget Period
Average Projected Award Amount:	\$400,000 Per Budget Period

Length of Project Periods:

48-month project with four 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applicants should provide a budget and budget justification only for the first 12-month budget period. Funds for Years 2 through 4 will be awarded on the basis of submission and approval of non-competing continuation applications. Higher funding levels are available in this Phase I - Planning Year than is expected to be available in years 2 through 4 for implementation purposes. In each year of Phase II (years 2 through 4), it is expected that approximately \$100,000-\$400,000 will be the range of funding available.

Regarding expenditure of funds, applicants under this FOA are exempt from the statutory requirements of section 513(a)(3).

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

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

<http://www.gpo.gov/fdsys/>

Applicants serving an emerging, unserved, or underserved population or remote geographic area are encouraged to apply for funding under this FOA. Collaborative efforts and interdisciplinary approaches are encouraged. Applications from collaborative groups (consortia) must identify a primary applicant responsible for administering the grant. Possible partners include but are not limited to the Office of Adolescent Health, the Administration for Native Americans, the Office of Minority Health, the Office of Maternal and Child Health, the Children's Bureau (child welfare), the Indian Health Service, and other health, education, or human service agencies as well as the business community. Tribal applicants must include a fully-executed Tribal Resolution(s) (including number, voting information, and authorized signatures) from the governing body of each Tribe agreeing to participate in the project and receive services. Other eligible applicants must include a written statement of support for the project from a Board of Directors or other governing body of the applicant organization.

The authorized representative shall apply for and administer the Tribal PREP. A signed letter from the

authorized representative must accompany each application; it must include documentation or a citation establishing the authorized representative's authority to apply for and administer the Tribal PREP grant program funds on behalf of the Tribe or tribal organization.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

Tribes and tribal organizations are encouraged to engage in collaborative partnerships to implement the program(s). While there is no cost-sharing requirement included in this announcement, applicant institutions, including any collaborating institutions, may devote other resources to support this effort. Examples of support could include donated equipment and space, institutional funded staff time and efforts, or other investments.

Refer to *Section IV.2* for information on pre-application submissions.

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the [Grants.gov Forms Repository](https://www.grants.gov/forms-repository) website.

Mira Vasquez

Administration for Children and Families

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

ACA Tribal Personal Responsibility Education Program

HHS-2011-ACF-ACYF-AT-0157

1250 Maryland Avenue SW, Room 8102

Washington, DC 20024

Phone: (202) 205-8307

Fax: (202) 205-9721

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand

delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information.*

A. Content of Application.

A complete application consists of the following items:

Application for Federal Assistance (SF-424). Follow the form's instructions; the Catalog of Federal Domestic Assistance program title and number is Affordable Care Act Tribal Personal Responsibility Education Program, 93.092. The SF-424 must be signed by an individual authorized to act for the applicant agency and has the authority and responsibility for the obligations imposed by the terms and conditions of the grant award.

Budget Information Non-Construction Programs (SF-424A). Follow the form's instructions.

Standard Assurance- non Construction Programs (SF-424B). Follow the form's instructions.

Table of Contents. The *Table of Contents* is **Page 1 of the application.**

Project Summary/Abstract. The Project Summary/Abstract must accurately and concisely reflect the proposed project. Information on the format for the Project Summary/Abstract is provided under "The Project Description" later in this section.

Project Narrative. The applicant is strongly encouraged to use the evaluation criteria to organize its response. Specific information should be provided that addresses all components of each criterion. It is in the applicant's best interest to ensure that the project description is:

- Easy to read;
- Logically developed in accordance with the evaluation criteria;
- Adheres to recommended page limitations; and
- Includes page numbers.

In addition, the applicant should be mindful of the importance of using language, terms, concepts, and descriptions that are current and generally known and used in the field of teen pregnancy prevention and positive youth development as defined under this funding opportunity announcement (FOA).

To assist reviewers to readily locate information in the application, applicants are encouraged to organize the project description using the headings below and in the following sequence:

- Objectives and Need for Assistance;
- Approach;
- Organizational Profiles; and
- Budget and Budget Justification.

If using electronic submission, Grants.gov determines the order in which applicants may attach parts of their application.

Budget Documents. The applicant is instructed **not** to include budget documents for Years 2-4. Use the guidelines in *Section V.1* for preparing the budget and budget justification.

Appendices (if applicable). These documents may include but are not limited to: composition of board of directors; required proof of non-profit status; resumes and job descriptions for key staff; letters of support; third-party agreements such as letters of commitment; audit information; and/or statistical information.

A signed letter from the Authorized Organization Representative (AOR) must accompany each application; it must include documentation or a citation establishing the AOR's authority to apply for and administer the Tribal PREP grant program funds on behalf of the Tribe or tribal organization.

B. Form of Application.

Applicants **must** limit their applications to no more than **100 pages**.

Pages with printing on both sides will have only the front page duplicated and included in the application provided to the panelists for review.

The 100-page limit applies to both narrative text and supporting materials (e.g., Appendices, attachments). Pages in excess of 100 pages **will be** removed, **not** duplicated, and **not** provided to the panelists for review.

Each application will be duplicated, therefore, applicants **must not** use or include any of the following in their application: colored paper, colored ink, separate covers, three-ring binders, paper or binder clips, tabs, post-it notes, plastic inserts, over-sized paper, videotapes, CD/DVDs, folded brochures, or any other items that cannot be easily duplicated on a photocopy machine with an automatic feed.

The following **will be excluded** from the 100-page limit:

- SF-424 Application for Federal Assistance
- SF-424A Budget Information - Non-Construction Programs
- SF-424B Standard Assurance - Non-Construction Programs
- Certification Regarding Lobbying
- SF-LLL Disclosure of Lobbying Activities
- SF-P/PSL Project/Performance Site Location
- Survey on Ensuring Equal Opportunity for Applicants
- The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)
- Proof of Non-Profit Status
- Tribal Resolution(s)

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.

Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission required prior to award.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html .
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application or prior to award.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .
DUNS Number (Universal Identifier)	Required for all applicants.	Required for all applicants.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is due prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

Central Contractor Registration (CCR)	Required for all applicants.	Required for all applicants.
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Additional Assurances and Certifications

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

Non-Federal Reviewers

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

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants and sub-recipients must have a DUNS number (Data Universal Numbering System) at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is 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. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

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

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

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

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and

- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Letters of intent may be submitted by fax to 202-205-9721 Attn: ACA Tribal Personal Responsibility Education Program, or by email to tribal.PREP@hhs.gov

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

As described in Section I, *Funding Opportunity Description*, key outcomes for the project are the reduction of teen pregnancy rates and STIs in the community(ies) served by this grant. Another important outcome for this project is the improvement in youths' knowledge base in adulthood preparation and their demonstrated ability to transition from adolescence to young adulthood in a positive manner (with fewer at-risk behaviors).

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

The application for funding under this funding opportunity announcement (FOA) should describe the approach the applicant proposes to take in Phase 1 to conduct a comprehensive community needs assessment, develop a plan, and build capacity to respond to identified needs.

The description of the Phase 1 approach should include, at a minimum, but is not limited to, the following elements:

1. Identification of the lead entity that will be responsible for conducting Phase 1 activities, including collecting data and coordinating with other partner entities, and its organizational capacity to conduct the activities involved in developing and carrying out Tribal PREP.
2. A plan for identifying and developing formal agreements with potential partner agencies and stakeholders, including a preliminary list and description of agencies and stakeholders that will be involved during Phase 1. Possible programs and partners with which to coordinate and collaborate could include, but are not limited to, substance abuse and mental health centers, youth programs, recreation and community centers, schools, health clinics, Indian Health Service.
3. A plan for providing management and oversight for this project, including methodology for ensuring that key staff possess the necessary education, experience, and/or resources to successfully complete Phase 1 activities (e.g., collecting and organizing needs assessment data, selecting effective models, and beginning to develop benchmark data systems).
4. A plan and detailed timeline for conducting a comprehensive needs assessment that meets the requirements described in *Section I. Funding Opportunity Description, Grant Program Requirements: Phase 1, Phase 1*, including:
 - A preliminary description or definition of the community(ies) to be assessed;
 - A preliminary list and basic description of the information or data sources currently and readily available to the applicant for the purposes of conducting the needs assessment. This list should not include actual data about communities, but instead must name and describe the existing data sources available;
 - A discussion of the gaps in the currently available information (i.e., which required data are not readily available to the applicant). ACF recognizes that, while some data elements will be readily

available at the community level, others will be more challenging to collect;

- A discussion of the applicant's capacity to locate, gather, and assemble the information or data required for the needs assessment, including any expected obstacles to and opportunities for comprehensive, timely, quality data collection;
- A preliminary list of other needs assessments the applicant anticipates that this assessment may be coordinated with and considered. These assessments could be conducted by Federal, State, tribal, local, and private entities within the community;
- Based on currently available information, a general description of the applicant's anticipated approach to conducting the assessment of needs and available resources during Phase 1. It is expected that grantees will use partnerships, collaborations, and culturally relevant strategies to seek out and gather relevant data as they conduct their assessments. Items for consideration include:
 - How will the applicant collect data and information to measure each of the needs assessment data elements, and what strategies might the applicant use to gather hard-to-find data? Will the applicant use an independent evaluator to assist with conducting the needs assessment?
 - Which stakeholders and partners does the applicant expect to collaborate with to gather and assemble information? How will the applicant ensure effective and efficient collaboration among these potential partners?
 - What process(es) will be used to ensure coordination with other needs assessments conducted within the area or community?

5. An anticipated process and timeline for developing a plan and building capacity during Phase 1 to respond to identified needs, including:

- A description of the applicant's anticipated approach to identifying the populations to be served based on assessment of needs;
- A description of the applicant's anticipated approach to building relationships and developing formal agreements with partners and stakeholders in order to build capacity to facilitate successful planning for the adoption, implementation, and sustainability of EB programs; and
- A description of the applicant's anticipated approach to selecting the most effective model(s) to be implemented, enhanced, or expanded, including a statement that the service delivery model(s) will be selected in response to identified needs and will be implemented with fidelity, to the extent feasible, to the model or elements of models.

6. A description of the applicant's anticipated approach to identifying, establishing, and building capacity to collect data and track progress on quantifiable performance measures to demonstrate that the program contributes to improving the outcomes of participating youth.

7. Anticipated technical assistance needs related to conducting the needs assessment; developing the plan for responding to needs; and building capacity to implement this plan, including locating data sources, determining data quality, identifying and involving stakeholders, collaborating to reach consensus, identifying and selecting models for implementation, and strengthening capability to effectively implement and evaluate the chosen program.

8. A plan for beginning to locate and secure partners (such as evaluators) to plan for and participate in ongoing research and program evaluation activities that will result in building the knowledge base around successful strategies for implementing, adopting, providing, and sustaining high-quality, EB teen pregnancy prevention programs to tribal populations. Research and evaluation activities could include examining effectiveness of teen pregnancy prevention models in serving tribal populations, adaptations of teen pregnancy prevention models for Tribal communities, or questions regarding implementation or infrastructure necessary to support EB teen pregnancy prevention models for tribal populations.

9. A statement that the applicant agrees to submit the needs assessment and a plan at the end of Phase 1 to ACF for approval as a condition of funding for Phase 2 activities to be conducted during Years 2 through 4 of the grant.

Applicants under this funding opportunity announcement are exempt from the statutory requirements of section 513(a)(1)(C)(ii).

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Organizational Capacity

- Organizational charts
- Board of Directors
- Contact persons and telephone numbers
- Documentation of experience in the program area

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must plan and budget for travel and expenses related to attendance at the following meetings/conferences:

- The Tribal PREP national kickoff meeting in Washington, DC (2-3 days). Key project in attendance should include the Tribal PREP project director and one lead staff person directly involved in data collection for evaluation purposes; and
- Regional meetings/workshops (1-2 per year) to include 2 key project staff, i.e. one lead program staff person and a staff person integrally involved in the collection of data for Tribal PREP evaluation.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to

attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

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

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants and sub-recipients must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants, and sub-recipients are required to have CCR registration in order to apply for Federal grants and cooperative agreements.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact

Center at:1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.

- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:U.S. and U.S Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **07/25/2011**

Due Date for Applications: **08/23/2011**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be

determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.

3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

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

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.
- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

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

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

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

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

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

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

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

Neither the Tribe nor any of its subawardees 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).

Funds may be used to cover costs of personnel, consultants, equipment, supplies, grant-related travel, and other grant-related costs. Funds may not be used for building alterations or renovations, construction, fundraising activities, political education, or lobbying. Funds under this announcement cannot be used for the following purposes:

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

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

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

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

FYSB Operations Center c/o LUX Consulting Group
ATTN: Tribal Personal Responsibility Education Program for Teen Pregnancy Prevention
HHS-2011-ACF-ACYF-AT-0157
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Hand Delivery

FYSB Operations Center c/o LUX Consulting Group
ATTN: Tribal Personal Responsibility Education Program for Teen Pregnancy Prevention
HHS-2011-ACF-ACYF-AT-0157
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

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

Budget and Budget Justification

Maximum Points: 15

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

- The extent to which the applicant demonstrates that Year 1 costs are reasonable, thoroughly justified, and appropriate in view of the activities to be conducted and expected results and benefits.
- The extent to which the applicant demonstrates that its fiscal controls and accounting procedures will ensure prudent use, proper and timely disbursement, and accurate accounting of Federal funds received under this FOA.
- The extent to which the applicant demonstrates it has committed a reasonable amount of the Year 1 project budget to planning.

Approach

Maximum Points: 40

In reviewing the Approach, reviewers will consider:

- The extent to which the applicant provides a clear and reasonable process and timeline for conducting the proposed activities, including major milestones and target dates.
- The extent to which the applicant describes the factors that could speed or hinder completion of activities and explains how these factors would be managed.
- The extent to which the applicant addresses in its approach all requirements described in *Section I, Funding Opportunity Description, PREP Requirements*.
- The extent to which the applicant demonstrates that its proposed approach is likely to result in the establishment of a high-quality, effective teen pregnancy prevention program that is culturally responsive to the target population.
- The extent to which the applicant describes an approach that will contribute to increased knowledge or understanding of the problems and issues addressed by this FOA.
- The extent to which the applicant demonstrates a clear understanding of issues associated with conducting a comprehensive needs assessment.
- The extent to which the applicant demonstrates a clear understanding of the issues associated with

engaging in planning and capacity-building activities to address identified needs of at-risk communities.

- The extent to which the applicant demonstrates a clear understanding of issues associated with seeking out, collaborating, and coordinating with diverse stakeholders and partners to conduct activities under this grant.
- The extent to which the applicant demonstrates a clear understanding of issues associated with establishing a mechanism for ensuring that the program prioritizes high-risk groups and ensures that all services to young people will be voluntary.
- The extent to which the applicant demonstrates a clear understanding of the issues associated with establishing a program that is EB and reflects up-to-date knowledge on the subject of teen pregnancy prevention and adulthood preparation in a tribal context.
- The extent to which the applicant demonstrates understanding of the issues associated with implementing with fidelity to an EB model.
- The extent to which the applicant demonstrates a clear understanding of issues associated with identifying, establishing, collecting, and maintaining data; and tracking progress and reporting on quantifiable performance measures.
- The extent to which the applicant demonstrates a clear understanding of the issues associated with planning for and building capacity to engage in research and evaluation activities that will result in building the knowledge base around EB teen pregnancy prevention.

Organizational Profile

Maximum Points: 20

In reviewing the Organizational Profile, reviewers will consider:

- Whether the applicant has identified the lead entity that will be responsible for conducting activities under the proposed project.
- The extent to which the applicant demonstrates relevant experience and expertise among tribal populations. This includes expertise, experience, and organizational capacity (or ability to develop capacity) to administer the proposed project and implement, manage, and evaluate EB programs of similar size, scope, and complexity. For example, the entity or entities selected to administer the program funds should demonstrate experience administering youth-specific programs as well as working across systems and in partnership with diverse tribal and non-tribal stakeholders to plan, implement, and sustain programs for youth and families.
- The extent to which the applicant demonstrates the organizational capacity of each participating organization (including partners, subgrantees, contractors) to fulfill its assigned roles and functions effectively.
- The extent to which the applicant demonstrates that the proposed project director and key project staff demonstrate sufficient relevant knowledge, experience, and capabilities (as demonstrated by a resume or curriculum vitae) to institute and manage a project of this topic, size, scope, and complexity effectively; and review the criteria for evidence of effectiveness to determine how EB requirements will be met.
- The extent to which the applicant clearly describes the role and responsibilities (e.g., job description) and time commitments for each proposed project staff position, including subgrantees, consultants, contractors and subcontractors, and/or partners and how the applicant demonstrates that these roles and responsibilities are appropriate and relevant to the successful implementation of the proposed project.
- The extent to which the applicant describes a sound oversight and management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.
- The extent to which the applicant clearly defines its management plan and the role and responsibilities of the lead agency/organization.
- The extent to which the applicant clearly describes in its plan how the effective management and

coordination of activities by any partners, subgrantees, contractors and subcontractors, and consultants (if applicable) will be ensured.

- Whether the applicant has submitted a fully executed Tribal Resolution (including Resolution number, voting information, and authorized signatures) from the governing body of each Tribe agreeing to participate in the project and receive services. In the case of an organization, documentation of Board approval must be included.

Objectives and Need for Assistance

Maximum Points: 25

In reviewing the Objectives and Need for Assistance, reviewers will consider:

- The extent to which the applicant demonstrates an understanding of the goals and objectives of the relevant legislation and this funding opportunity announcement (FOA).
- The extent to which the proposed project will contribute to achieving legislative goals and objectives, and the goals stated in this FOA.
- The extent to which the applicant presents a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
- The extent to which the applicant clearly identifies and justifies the target population to be served under the proposed project.
- The extent to which the applicant demonstrates a thorough understanding of the characteristics of the tribal jurisdiction and the service needs of this population and community.
- The extent to which the applicant demonstrates a thorough understanding of teen pregnancy prevention and adulthood preparation subjects.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement. For those applications that have been deemed disqualified under the initial ACF screening, notice will be given of such determination by postal mail.

Objective Review and Results

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

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

In addition, Federal staff will conduct an administrative review of the applications and the results of the competitive review and will make recommendations for funding to the Acting Associate Commissioner, Family and Youth Services Bureau.

With the results of the competitive review and information from Federal staff, the Acting Associate Commissioner of the Family and Youth Services Bureau, in consultation with the Commissioner of the Administration on Children, Youth and Families, will make the final funding decisions. It is FYSB's preference to award only one grant per applicant under this competition.

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

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

All awards will be made by September 29, 2011.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

Other correspondence announcing to a Principal Investigator or Project Director that an application was selected is not an authorization to begin performance. Costs incurred before receipt of a FAA are at the recipient's risk and may be reimbursed only to extent considered allowable as approved pre-award costs.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

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

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

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.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbciregulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are 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. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than

eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

Reporting requirements dedicated to this program will be available as part of the grant award documents.

Grantees must submit in a timely manner to the Federal Project Officer and Grants Management Specialist (as requested) all performance indicator data, and program and financial reports, in recommended format (to be provided). ACF prefers and will accept the final programmatic report on disk or electronically using a standard word-processing program. The SF-425 Federal Financial Report (FFR) must be submitted to the Office of Grants Management in hardcopy original. Two copies of the final report and any program products must be submitted to ACF within 90 days of the project period end date.

VII. Agency Contacts

Program Office Contact

Deborah Yatsko

Department of Health and Human Services

Administration For Children and Families

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

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Office of Grants Management Contact

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Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/fdsys/>.

United States Code (U.S.C) <http://www.gpo.gov/fdsys/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage
 at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
Letter of Intent	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the Letter of Intent due date found in the Overview

		and in Section IV.3.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due prior to award.
SF-LLL - Disclosure of Lobbying Activities, if applicable	"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html . Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	If applicable, submission is due prior to award.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in Section IV.2. of the announcement and available at http://www.hhs.gov/ohrp/assurances/forms/index.html .	Submission is due prior to award.

Tribal Resolution(s)	Referenced in Section III.1 under "Eligible Applicants"	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Letters of Support	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.

<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the application.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	<p>Submission is voluntary. Submission may be made with the application or prior to award.</p>
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Appendices