Title V State Abstinence Program (SAP)

Transcript of New Grantee Orientation Webinar
Tuesday, November 9, 2010

Griffin Mulcahey: I'm the Pregnancy Specialist for Abstinence on the Teen Pregnancy Team. The agenda for today will first be to introduce the other staff who are here, have a brief overview of the ACYF and Family and Youth Services Bureau, discuss the requirements for the abstinence program, the plan middle and the guidance documents we provided, as well as some additional resources addressing the questions that we've received regarding abstinence programs.

With me today is Debbie Powell, the Associate Commissioner of the Administration of Children and Family Services, as well as LeBretia White, who is the Program Analyst and the other go-to contact, if you have any questions about abstinence and I'm not around. Sonali Patel will not be with us today, who's the Senior Policy Adviser in the Administration for Children and Families**.** Debbie Powell will go ahead and give you the overview of the Administration for Children and Families and FYSB.

Debbie Powell: Good afternoon. Many of you are well aware of our programs here at ACYF. So I'll just make this very brief so we can get to the information that you really want to hear.

The Administration for Children Youth and Families, it supports two programs, two bureaus. One is the Child Welfare Bureau and the second is the Family and Youth Services Bureau. ACYF is housed under the Administration for Children and Families. We are a social service program. And we promote the positive growth and development of children and youth and their families. We also develop protective services and shelter for children and youth in at-risk situations and adoption for children with special needs, are some of the priorities of ACYF.

Next slide. We have ten regions. And you can see from your slide or your webinar screen, they're located throughout the United States. We don't have PREP or abstinence staff in the regions. But we do have the runaway and homeless youth staff in the regions. So, we do have a strong connection to the regional staff there.

And our mission is to provide national leadership on youth and family issues. FYSB promotes positive outcomes for children, youth and families by supporting a wide range of comprehensive services and collaborations at the local, tribal, state and national levels.

The next slide just gives you an idea of the allotment of the $75 million that we received for the Teen Pregnancy Prevention Initiative under the Affordable Care Act. And as you see, the state and territory PREP, received $55 million of the $65 million state abstinence. You see their own apportionment which was $50 million.

And then you have innovative strategies. And many of you are well aware that the innovative strategies piece was awarded with the Office of Adolescent Health with their Tier II program. And so those grantees are not on the call. But they will have their own separate orientation. I just want you to know they're there. And if you have any of those in your state, we ask that you reach out to those previous grantees.

And we also have [funds] set aside in the law for tribal and tribal organizations. And that $3.2 million represents a five percent set aside from the $65 million.

Just wanted to give you a snapshot of who the abstinence Title V 2010 grantees are. And you can actually go to our website as well. And they're all listed there, as well as a snapshot of who the point of contact is and actually what organization within the state received the money. So I think we did go through this but we'll do it again.

Griffin Mulcahey is the Program Specialist with the responsibility for the abstinence Title V state grant program. LeBretia White is his backup. And she is also the program analyst for the Personal Responsibility Education Program. And we have a grant specialist that I'm sure you'll be making calls to. And that person is Nathaniel Morris West. And he's responsible for the financial aspect of your allotment.

Griffin Mulcahey: Thank you, Debbie. Initially, we're going to go over the obligations for the post-award plan. Then we'll describe the performance and budget reporting that you have to do semi-annually as part of the program. And then we'll kind of try and touch on all of the most frequently asked questions that we've had come up for last month.

So, first the general requirements of the program. First being the expectations that we have of you the grantees. It should be interesting participating in quarterly conference calls. I'll be corresponding at some point later to setup a regular date and time probably every other month for us to try to get together and coordinate calls, possibly [by region] or with everyone to try to answer questions one-on-one, and try and bring you up on all programmatic issues.

Many of you know from the funding opportunity, you're all expected, at least one person, to attend the annual conference we'll be having in conjunction with the PREP program. And then we ask that you submit all the documents that are asked for in the funding opportunity announcement included here, with proper grant number to help us coordinate the efforts between us and the grant office.

As part of the program, the target population in general is to focus on teen groups that are most likely to bear children out of wedlock, youths in or aging out of foster care. We do ask that you identify the groups that you do choose to target when you submit your plan.

Project requirements include medical and accurate and age appropriate programming; adhering, at your discretion, to the legislation requirements of 510 A-H; and also at your discretion, using mentoring counseling or adult supervision programs.

As I said, medical accuracy is one of the requirements. And we are currently in the process of reviewing some additional resources for medical accuracy. And we plan on distributing further guidance, possibly an additional webinar, focused solely on that topic, in the coming weeks.

We've had quite a few questions about the emphasis placed on A-H or how to structure your programs on the A-H requirements. Here we cite both the legislation itself and then one of the questions that we specifically address that you will find in the frequently asked questions section of the guidance handout. Basically [it says] that it's up to the state's discretion to emphasize the level of the A-H programming. We're not expecting you to address A-H in every single aspect or every session. Kind of match your target population's needs, what you think would be most effective with various parts of A-H, a lot of flexibility.

LeBretia White: This is LeBretia White. And it's great to be able to speak with some of you we spoke with several months ago and again today. And congratulations on your awards. I just wanted to re-emphasize like Griffin just started in regards to A-H. In A-H there must be a level of emphasis for every state program. But again, just to reiterate, that emphasis is determined by each program or each project within your state. But A-H, all components, should be addressed by each program. When and how, you make that determination, okay?

Griffin Mulcahey: Thank you, LeBretia. Another topic that had a fair amount of questioning for additional resources or information about mentoring, counseling and adult supervision, the funding opportunity announcement is a little thin on any information about this. So here we provide you some definitions.

And you'll see in the guidance document that we've provided some additional information and resources in the form of websites and organizations that have a particular focus on the topic. So hopefully you have your guidance documents with you. But here's a snapshot of the first piece of that guidance document which is the reference material for mentoring, counseling and adult supervision programs.

Now we're going to go into the specific post-award state plan requirements. Here's kind of an overview of the step-by-step process asked for in the funding opportunity announcement. We really asked for the post-award state plan that you try to focus sequentially with what is asked for in the funding opportunity announcement just to ensure that you have everything you need in your plan and make it easier for us to go through the approval process step-by-step.

For the program narrative, you need the brief program abstract, roughly 500 words, one-page summary, description of your problem and need. We'd like you to include your target population. And if you know at the time, possibly your method of delivery for a school- or community-based action. And then within your implementation plan, logic model, barriers, the mechanisms delivery, how you plan on monitoring your various program sites and several awardees, how you plan on coordinating the events throughout the state, service recipient involvement at various levels, referrals and then in addition your objective performance measures.

I'll focus specifically on the objective performance measures. Since we provided you with two performance measures, we ask each state to develop two outcome measures to kind of judge the progress of your program. And we hope that you could tie those into the information that's being recorded in your various progress reports. So we have some sort of ability to track the progress of your programs. Progress reports tables are shown in the funding opportunity announcements at Appendix C, but were also included in the email I sent out before the Webinar in Word format. So you can use to fill in. Some of the specific things those ask for are under duplicate encounters with youth, hours served, who created the programs and the communities served.

Also in the program narrative, we ask that you provide assurances in budget. Much of this you covered in your initial application. But anything that you have not, we'd like you to also include here. The budget discussion is a scaled-down version of what you'd be asked to be doing in the budget and budget narrative. It's simply to provide a general description, how you plan on monitoring the sub-awardees, where your sources of the non-federal matched funding will come from and provide sub-awardee assurances.

Here's the document I provided in the guidance as a post-award state planning checklist. It's kind of a summary of what we covered here and was in the funding opportunity announcement to give you a one page document to go through and know exactly what you need and when you've completed it. To see if you can stay on track with what you need to have in your plan and what you expect to see for quick approval.

And then for the last part of the program narrative would be the appendices. For those of you hadn't submit your medical accuracy certification, we ask that you do, again, for the plan. And then you can provide appendices to any additional supporting information you may have referred to in your narrative.

Here this slide is just an overview of the various required documents, many that you've already addressed in your initial application. But it may come up in future years of the program. Your application for federal assistance, budget construction, budget for non-construction programs, project site location forms which we'll address again here, budget narrative, transmittal cover letter, table of contents, program title, including your name, year, the award number, amount, address, project director and all your contact information. And then your program narrative with the appendix.

The budget and budget narratives, as it says more expansive looking discussion. Including Section B of the funding opportunity announcement. What we ask for is an itemized budget, spreadsheet format. It describes the various sources of your expenditures as well as your source of non-federal matching funds.

Within the guidance document, we provided a detailed overview of what is expected in the budget and budget narrative. It's a very good step-by-step sort of directional information. That should be very helpful when putting together a budget narrative.

We had a lot of questions, again, regarding the non-federal share, the budget and matching component, what exactly is expected of the matching component. Here's a quick overview.

Sources of matched or cost sharing, non-federal public or private funds, funds that are not used as match for any other federal programs, earned incomes, such as payments to the site services, cash and in-kind services.

Specifically, in-kind matching is addressed in the frequently asked questions section, the guidance as well. But that could be facilities, space, equipment services, [inaudible], must be fairly evaluated. And any voluntary services must be an integral part of the program.

Again, as I referenced earlier, this is the budget narrative document. That is a really good step-by-step summary of what to do for your budget.

This is an overview of the post-award state plan timelines. As you know, we've talked about many times, the plans are due no later than December 10th. But we do encourage that you submit them earlier. The sooner you get them in, the more likely we can review and get back your approval. We'll approve all of you here. Our approval is no later than 45 days after we receive your submission. And if you are not approved, then you will receive instructions on how to correct your plan and submit modified application.

The implementation period will begin at your approval date and continue until September 30th, 2011. For the post-award state plan, we don't have a hard line set for the maximum page number. But we try to ask that you keep it around sixty pages. And then just make sure you include two copies along with your original numbered document.

At this point, we've covered the post-award state plan. If you have any questions, we'll pause. If any of you would like to type in any questions you have about the plan. Or continue to the next part of the presentation.

Female Speaker: Thank you. It's not that we can't go back and answer your questions once we get to the end. But [while] the questions are fresh in your mind, please type them in at this time about what we've already discussed.

Female Speaker: We're having a little technical difficulty. We'll ask the host for the meeting if she can assist us. We have the questions available, but we're unable to see the full plane of questions. If you can assist us with that so that we can answer and respond to questions of the grantees, Wendy Houston.

Female Speaker: Are you able to release the window and expand it by clicking the arrow next to the X?

Female Speaker: Yes, but that's not working for us. We'll ask Wendy if you could read the questions for us if you're able to see those.

WENDY: Sure. The first question is from Shay Chapman. And the question is “If we submitted our signed medical accuracy form in our abstract, do we need to submit it again?”

Griffin Mulcahey: No, if you submitted your medical accuracy form, you will not have to submit it again.

Female Speaker: We're able to see the questions now. The next question is “You're not specific in page allotments nor paragraph formatting. Do you not care how long the proposal is or if it's single or double space?”

Griffin Mulcahey: I think we just addressed that. And in regards to formatting, your best plan is to try to format it as accurately as the things are asked for in the funding opportunity announcement. Which will make it easier for us to identify.

Debbie Powell: This is Debbie Powell. And I think you'll probably be satisfied with the answer from the last slide. It wasn't in the FOA. But the last slide, number thirty-five, it identifies that the maximum pages should be sixty, and that's including the appendix. However, it's excluding the 500 word abstract. So it's in essence, sixty-one. It should be double spaced, 8 1/2 X 11 paper, 12 inch font, single sided copies, numbered pages. And we're asking you to submit an original and two copies.

Female Speaker: Another question is, “Due to the correction and funding period deadline, we had to adjust our original plan. How and where should we explain that was in our state plan?” Actually, when you are providing for us the narrative, that's where you can indicate that information in regards to your deadlines. And also, you're submitting to us your logic model and work plan for the project. So those states could be reflected there as well.

Debbie Powell: This is Debbie Powell. Our FOA also said to you that you could modify your submission. So if this circumstance requires that you modify and resubmit any of the forms, that can be done also as well as your narrative, your plan. So there's no prohibition of you resubmitting any of the documentation that you've already submitted that you feel you need to modify.

Female Speaker: Okay. Our next question is "Do we need a budget justification for the match?"

Griffin Mulcahey: Yes. As clarified in the budget narrative, discretionary guidance, you do have to justify the match amounts within your budget and budget narrative.

Female Speaker: And another question is it takes several months to put out a request for proposal to get a subcontractor and then several more months to get a contract. This is not going to happen within thirty days after the plan has been approved. Can we tell you who we think it will be in the post-award state plan?

Griffin Mulcahey: Yes, that's fine. We understand there's going to be some restrictions with requiring your locating your sub-awardees. Yes, if you give an estimate or as guess on who you think it will be in your plan. And then just update us with the information when you submit your semi-annual or annual performance progress report.

Debbie Powell: But we want to take you to the guidance document that explains the allotment of funding legislation around abstinence. And you will see that the abstinence funding allows the grantee to have an additional fiscal year to spend your money. However, we're already in fiscal year '11. So the funds that you get for 2010, fiscal year 2010, must be expended by September 2011. And so, there's a really in-depth explanation of the money. So we encourage you for FY10 to get that money spent. Because you only have until September 2011, to spend down those allotments or they go back to the treasury. In other words, you don't carry those over. They'll go back to the Treasury.

Female Speaker: The next question is question is what page of the funding announcement mentions that an abstract needs to be included in the post-award plan. I only see this as a requirement for the initial application that was already submitted. Page 14 of the funding announcement doesn't show that an abstract is due along with the post-award plan.

And that is correct. However, there was a very short timeframe for the development of the initial application. So if there are changes and modifications to what was included in your abstract, then you should submit an amended or modified updated abstract. If there are no additions, changes, modifications, your initial submission will stand.

Debbie Powell: And we ask that you note this somewhere in the beginning of your application. So we clearly know that you did not forget, but you had already submitted it and there are no changes.

Female Speaker: And the next question kind of mirrors the prior question about documents that have previously been submitted with the initial application if they need to be resubmitted, only in the event that there is a modification or a change from the original documentation.

The next question. Although there is a detailed description of the definition of indirect costs, can all the grant costs be considered directly related to the grant? And the answer to that is yes. Not all grantees request indirect costs. And you would actually need to have an approved federal indirect cost rate agreement in order to include that in your budget. But all costs could be budgeted towards direct costs. That's not a problem.

Debbie Powell: We have a question that asks please discuss involving recipients. So we're not quite sure what you're asking. So would you restate your question with a little bit more specific information that you're requesting? So we're going to go to the next question until we get that question again with a little bit more focus.

Female Speaker: And the next question is on number five in the FAQ, the frequently asked questions, it says that states have thirty days to submit an addendum to identify subcontractors to implement the program. We have to award sub-grantees by competitive procurement. This is another question regarding ...

Griffin Mulcahey: Yes, this is very similar to the question we just addressed. And I would say the same thing I previous said. Try to give us to the best of your knowledge for this first year who your sub-awardees maybe. Submit updates as you can when you submit your semi-annual and annual progress reports. And in future years, when you've had your budget for longer periods of time, just submit the sub-grantee information in a timely manner.

Female Speaker: And that question also addressed the form SFPTFL. And that's the project site location form. That form is also required with the post-award state plan. But as Griffin has stated, do your very best to identify. Because there should be at a minimum a determination on what communities are being served.

So if you can complete that to the best of your ability, and if you need additional time to complete it fully, please contact Griffin regarding that or indicate that in your post-award state plan, what the actual ... it's probably best to indicate that in your post-award state plan, what the situation is in regards to your not being able to complete the SFPTFL.

Debbie Powell: If there is any documentation that you are not prepared to provide an in-depth answer to, please include that. You may even want to include an extra little page or something on your abstract page or something someplace that says I was not able to do A, B, C and D because we haven't done our sub-awards yet. Or I've been promised in kind from an organization, but they haven't really told us the exact amount. And if you do that on one single piece of paper, we will not count against your sixty-one. Because you're providing explanations. So it helps us to know that you did not forget. And it saves us time trying to contact you and walk you through our questions.

Female Speaker: Okay. The net question is do you have an anticipated date for the annual meeting? Griffin indicated earlier that there will be some shared meeting discussions with the PREP program as far as meeting times and locations. At present, we are looking towards the end of the fiscal year for hosting an annual meeting. As soon as we determine a specific date and venue location, we will definitely make notification sooner than later. As soon as we, again, finalize that information, we will make you aware. But we are looking at the end of the fiscal year which would be sometime in July or August of 2011.

Griffin Mulcahey: The next question is regarding the center form 242 budget form that grantees are doing. It's asking that the initial is for 2010. And then in February, you submitted a method for how you're going to spend the 2011 funds. And the answer to that is yes. You will submit a letter of intent for the 2011 funds and an updated budget for the 2011 funds as well.

Debbie Powell: This is Debbie. We've given this quite a long consideration. Because, as you know, this is kind of a hybrid process. And also, the fact that we're already in FY2011. So, we do know that as soon as your FY2010 state plan is approved, then you can immediately come back in. If we tell you it's approved on a Monday, you can come on Monday evening or Tuesday morning and say, okay. I want my 2011. And this is what I plan to do with this budget.

And if you're telling us that the budget is the exact same thing, we're going to be kind of circumspect. Because you've already started certain things. And so I would think that you continue to fund the exact same thing. But there could be a question where that is happening. You just need to let us know when you resubmit your new 424 for FY11 what has changed or what are you going to do in the second year that's going to be different than what you did in your first year?

Griffin Mulcahey: The next question is, “Once the state plan's approved, is the funding available for program services as of the approval date? Or is it retroactive to 9/30/2010?” The answer to that is no. It's for the approval date. Now, you can be compensated for the planning and submission of your application and plan. But the budget is not retroactive to anything beyond that expense.

The next question is, “I didn't understand your answer to the question about the match. Typically, we specify exactly what the match is going to be utilized for, just the amount the federal government is providing us.”

Female Speaker: Oh, it is required. I'm not certain of prior requests for this type of information from other funding opportunities. But typically when a budget narrative is submitted, there has to be a submission of how those funds are going to be utilized to support the project. And there is a requirement for that in the code of federal regulations, that a budget and budget narrative should accompany the application.

Griffin Mulcahey: Just to follow-up on that, after this is done, I will be reviewing the questions and then compiling a new set of frequently asked questions and posting that Friday on FYSB's website. So if you were unable to hear or didn't quite understand any of the answers, you can look for more guidance on Friday.

Debbie Powell: And if you want to retype the question that you did not hear or you need more guidance, please do that during this webinar and we will try to address as many questions as possible.

Female Speaker: Okay. And the next question I, “We are planning on targeting the 10- to 14-year-old. If involving recipients is a requirement, can we involve older teens that might have been through an abstinence education on parents rather than children in the target group?”

I think we probably need to just clarify. There is no specific age for the cutoff. However, we are targeting youth, young people. And so, there are opportunities for grantees to be creative in the description of their projects to include parents as well as older teens. And I hope that we're responding appropriately to that question. And as Debbie just stated, if not, please restate your question.

Debbie Powell: The mentoring, adult supervision and counseling initiative or requirement in the law, it is foreseeable that they could include parents. And the target population is not the same as for PREP. PREP actually had age range from ten to nineteen I believe. But this just says young people most probable or at-risk of getting pregnant and foster care and aging out of foster young people. So it could be that some of your projects may also include parents as it relates to the other activities associated with this law which are the three, the mentoring, counseling and adult supervision.

Griffin Mulcahey: And for the last question, and then we'll get back to the slides here, I was asking why on April 30th, first semiannual submission of the financial program progress reports. It should be April 30th throughout. That's just there in the entitlement document. I will correct that and resubmit it. The submittal date is April 30th for every year 2011, 2012, 2013, 2014, April 30th.

Female Speaker: One other question. I think we skipped one. You want to read that? What are your feelings?

Debbie Powell: "What are your feelings about the curriculum that is not the Jemott curriculum that has been proven effective?" That's up to the state which curriculum you want to use. This is a different, as I said, a different requirement for this abstinence program. In the PREP, you had to demonstrate the curricula you were using was evidence-based. Even though we would like to be as consistent with that legislation as possible. Because we feel that is the best thing for young people. We have no requirement that you use certain curricula. Just that you demonstrate how you are going to address A-H and the mentoring, counseling and adult supervision in that curriculum.

Griffin Mulcahey: All right. Thank you. And any questions you may have, we will try to get to at the end. We are going to try to get back to continue the rest of the presentation. Now we're going to cover some of the questions I've already addressed, the administrative and fiscal requirement programs, the grantees.

So, first we're going to go over the role of the program office which is us here, FYSB. To review your applications, which we have been discussing here. Respond to programmatic and technical aspects of the grant we're trying to do on a regular basis. We correspond, as I said, conference calls, a month or every couple of months to get feedback and answer any questions you may have. To ensure that your amounts are consistent with the statutory requirements and to monitor the grantee performance.

The role of the grant's office, as we said previously, [is to be] the official signatory of the federal grants. They provide information, Division of Payment Management, program support. If you have questions specific to those areas, you should contact the grants office. They ensure that the applicants comply with all the federal regulatory requirements that encompass mandatory grants. And they maintain files on all the individual grant awards.

I want to specifically address the role of the sub-awardees. We've talked many times here in the questions that states are still searching for sub-awardees. We just want to reiterate that it is the grantee's obligation to make sure the sub-awardees adhere to all the federal regulations that are obligated to the grantees as well. And if you want additional information on the specific requirements federal regulation, you can find those in the circulars and federal regulations posted on this slide. And the slides will be available Friday on the website.

Financial reporting. As we just discussed briefly, you have to submit financial status reports as well as a payment management system, expenditure reports semi-annually. Those reports will be due on April 30th and October 31st of every year. And again, there's more information on that in the handouts. And the timeline clarifies it's April 30th and October 31st every year.

And along with that, you have the obligation to submit performance progress reports. The Word document was sent to you today to use. And those reports are also due on April 30th and October 31st. And we ask that you try to be as diligent as you can in submitting those reports and documenting the information as accurately as you can.

All the information required in the program, performance progress reports is in Appendix C of the funding opportunity announcement, but covered briefly in some of the guidance. You have to have a cover sheet, brief performance narrative, some of the activity results. And then again see the guidance documents for more information. Do you have any budget modifications? Again, we discussed briefly in the Q&A with each year that you reapply, we'd like you to let us know any budget modifications you may have. And with your letter of intent, we will be providing more guidance on what specifically we would ask from your budget modifications so you can continue in the program. Again, here is a shot of the guidance.

And now we're going to go onto what is going to be required for continuing the program in future years. Obviously, in 2011, the fiscal year is already upon us. So we're going to want to get those funds out to you as soon as possible. But here is just an overview of what we expect for each year when you request or submit your letter of intent to submit the program.

We want the grant document letter, your level of refunding or allotment amount, the description of changes as we discussed previously approved plans, any modifications or any corrective actions or updates that you've done to your program. And then the addendum documents. All these documents are required for your application and plan being the budget document, the information about your sub-awardees, lobbying and medical accuracy certification.

Letters of intent should be submitted to me. And I have provided my contact information in the guidance. And we will be following up with the request letter of intent document that will have more information regarding the future years.

Repetitively, a request letter will be sent out February, 2011. But hopefully, it will go out sooner. And you can submit your letter of intent anytime before August 30th. Again, here's a clip of the guidance that I was referring to. And then the program timeline that lays out the reoccurring dates and what is expected to be submitted either to the program specialist, myself, or Morris at the grants office. And again, here's our contact information. For any of the submittals for various program requirements. At this point, I'm going to hand over the presentation to LeBretia White. She is going to discuss some of the payment management information and then go into some of the resources that we will have available for you on our website.

LeBretia White: Okay. And I just want to follow-up with Griffin's last statement in regards to the report. Just to reiterate and also pay close attention to the guidance documents that he forwarded to you today, specifically the one that's labeled reporting requirement timeline, that was actually indicated two slides back. Again, it's the reporting requirements timeline.

And so, in looking at that document, you will receive direction on which report should be submitted to which federal office. Specifically, the SF269 form which is your financial status form that's submitted to me annually will be submitted directly to Morris West who is your grant specialist, the original. And it needs to be signed by your authorized rep. A copy of that form will be submitted to Griffin. He is your program specialist.

The program progress report, which is also submitted semi-annually, will be submitted directly to Griffin Mulcahey and not to the Office of Grants Management. So I just wanted to make sure you're clear on which reports are submitted to which office. And again, that information and the instructions are detailed in the reporting requirements timeline document that's also in the guidance document that Griffin forwarded to you prior to the call. And those documents will also be available on the FYSB internet website.

In regards to Billing Division Of Payment Management, we're not the to spend a lot of time here. We'll go back to a few questions if we have time to do so. I think most of you are already familiar with how to actually draw down funds. Because we have some minor issues at the beginning of the award period where all funds are restricted for your state.

So if you have questions or issues once your plan is approved in regards to your funds not being unrestricted for expenditure for the abstinence program, please contact the Division of Payment Management or you can also contact Nathaniel Morris West who is the grant specialist. And, of course, you can always make us aware and we can help follow-up on those type issues within the Program Office, Griffin Mulcahey or myself, LeBretia.

And again, additional information about the payment management system believes that's where you're reporting your draw downs, the funds that are being obligated as well as expended for the reporting period. This slide speaks to website resources. And these resources are specifically related to grant documents or award related documents that should be submitted to this program office or to the Office of Grants Management. In regard to your award, there's the OMB circular, the code of federal regulations Division of Payment Management which we just reviewed as well as the web link to all of the federal forms that are required for submission with applications and/or your post-award state plan.

Just to give you some general information again reiterating we're making all information available to you on the FYSB internet website. We'll have additional links. If you've already visited the FYSB website, you'll see that all of the state wards for this particular program, abstinence, as well as for the state PREP and the PREP innovative strategies. There's information already listed under teen pregnancy prevention. So, we will have additional links on those pages where you can actually access the guidance documents that are listed, as well as other resource information that will assist you in the development of your plans as well as the implementation of your project.

At the conclusion of this webinar, we're going to again make information available to you on the FYSB internet site. In regards to the actual presentation today and the actual PowerPoint presentation, that will be available to you on the FYSB internet in a section that's labeled “This Just In.” I know that the slide says what's in. But the actual title is This Just In.

And the next slide will actually provide you a reference to what we're stating here. You'll see to the far right, above our Secretary's picture, This Just In, highlighted in red. That's where you'll find recordings for today.

We've also highlighted some other links within the website where you can locate information. Any information regarding abstinence will be located under the teen pregnancy prevention link which is in the middle of the page and to your far left. We have located grant awards where you can go in and actually see those grantees that have been awarded and also locate grantees.

If you want to become more engaged and involved within your state with collaborating in the provision of the abstinence services, along with other youth services, feel free to visit locate grantees. And you will see a listing of grantees in your state who have received federal funding for the runaway and homeless youth program within FYSB as well as our family balance prevention. I want to say they're listed as well as our mentoring children of prisoners program. So that's an excellent opportunity for coordination and collaboration.

Griffin Mulcahey: This last slide is just addressing various abstinence resources that are available, some of which were already pointed to in the funding opportunity announcement. Just want to make available for others that they're very helpful. There’s the National Clearinghouse for Families and Youth, and the Centers for Disease Control and prevention is a great resource [for] traditional information. So all the other links we have here. So if you're looking for additional information, you can find all this information posted on the FYSB website. Okay. We're going to go back and try to answer some of your remaining questions now.

LeBretia White: Let's see if we have some new questions. We're addressing the screen so we can determine if there are new questions. And the first question, Griffin, you want to say that?

Griffin Mulcahey: “How are these reports submitted? Is it grants.gov or some other website by email?” I think we addressed how the reports were submitted in the slides, by good old-fashioned snail mail to our address or in the case of the financial reports, directly to Morris West's address. Why is it a six month cycle instead of a year? I think that's an important question.

LeBretia White: That was a good programmatic decision that we made to have six month updates on programs. It is at the program office's discretion if we decided to make changes in that. However, at the present time, we're asking for six-month reporting. And I want to say there's a regulation, but there is a requirement that the financial status report has to be submitted to me annually. But the program reports are at the discretion of the program office.

Debbie Powell: In the program report, we felt that having a grantee go for a whole year without getting any input from the federal arm about the program and the accountability of the program and how the program is actually being carried out, it wouldn’t be very beneficial to the program or to the community. So that was one of the reasons that that decision was made that we would have actually for them twice a year.

Griffin Mulcahey: The next question is, “Can we receive a copy of the PowerPoint document as well as the frequently asked questions?” The answer is yes. Friday all the material today will be available as well as the expanded question and answer session from today.

LeBretia White: That will be available by close of business on Friday. So if you go to the site Friday morning, it may not appear. But definitely by close of business on Friday.

Griffin Mulcahey: Again, addressing the issue of the program reports on April 30th or April 30th, again, that should be uniformly April 30th throughout the timeline. That will be updated on the guidance document posted on Friday. But it's April 30th and October 31st.

Debbie Powell: Just so you'll know, and you can count for yourself, reports are due 90 days after the period has ended, is that correct?

LeBretia White: Yes, for the final report. But we're also asking for the semi-annual reports. For instance, the first reporting period will cover September through March. And so that period, that reporting, will be due on April. And there is an error. So we'll correct that before we post it to the website. Thank you for pointing that out. In the reporting requirements timeline, it's indicated that those semiannual progress reports are due April 30th. And it really should be April. It's due thirty days after the reporting period. And then as Debbie indicated, at the end of the project, you have ninety days to submit your final report.

Griffin Mulcahey: All right. The next question is one of the major problems with the last round of funding with the abstinence grant was that it was stop start, stop start funding. How long is the program approved for? Can we expect a consistent through a fiscal year 2011 I think was the question? And the good news is these funds are good to go through 2014. So there will be no start-stop.

Debbie Powell: What the Congress gives, as you know, the Congress will take away. But in the legislation that came out under the Affordable Care Act, in amending all the stories, the abstinence, Title V and the Social Security Act. They did give it a performance until 2014, five years. However, it's up to the Congress. They can come out next year or next month or whenever to say we're cutting this program. So we really have no control. But the way it was written by this Congress, I should say the previous Congress, is that before November 2nd, they anticipated having this to be a five-year program. And they anticipated providing funding each year for this program. So hopefully, the current Congress will do the whole thing.

Griffin Mulcahey: The next question asks if the financial service reports and the program progress reports are both due every six months. And yes, it is six month reporting for both.

The next question is, “Can you please clarify the rewarding obligation and liquidation timeline for 2010 funds in subsequent years?” So basically, the awarding date will start as soon as the day your plan is awarded.

LeBretia White: After the plan is approved.

Griffin Mulcahey: Plan is approved. So hopefully, 45 days after you submit your plan, at that plan your timeline for obligating those funds will go into September 30th, 2011. And you have a ninety day window from that point to continue to spend already obligated funds. But all the funds that you plan on spending the ninety day window must be obligated. So the real key is obligating all your funds by September 30th, 2011.

I guess we can wait a couple of seconds, if you have any other questions you can submit. But if not, and you still have other questions that you think pertinent to the grantees of the group to know, please feel free to email me. And I will try to include as many of the questions as I can in the updated frequently asked questions that I'll post on Friday.

Debbie Powell: And we will continue to post after Friday if there are questions that come after. We want all the states to have access to everything that's being asked because you might have the same need. So continue to look at the website.

As I said before, we encourage you to also look at the PREP website. Because that is also a teen pregnancy prevention strategy. And there will be resources there that address abstinence and contraception. So you should use those sites together as much as you feel necessary.

So we'll wait for a couple of more minutes and see if we get any more questions. Because we really want you to be able to go forward and finish up your plans. So if you have any questions, it's the time to ask them. And if we did not answer a question for you to your satisfaction, please restate the question. We want you to walk away from this webinar, clearly understanding the requirements of the abstinence grant program.

LeBretia White: It looks like in the last question that Griffin asked there's another caveat to that question in regards to the subsequent years. And that's based upon, as Debbie stated, funds being available for subsequent year awards. We know that funds will be available for FY2011. And those funds are available for your request at this time.

So when you submit your post-award state plan, you can indicate in your post-award state plan that you're also asking for funding for FY2011. And submit a budget for FY10 as well as FY11, 2011, so that we can go ahead and process funding for you for both years. And you'll be running expenditure for your project simultaneously or concurrently based on FY10 and FY11. So technically, FY11 funds are available now and will be available through September of 2012. Yes, thank you. And hopefully, that answers that question.

Debbie Powell: You're right. The sooner you start spending, you know, getting your plan approved and start spending that FY10 money, it's better for you program. Because as we stated over and over, that the FY10 funds must be obligated by September, whatever, 2011. And they must be liquidated ninety days after that September date.

Griffin Mulcahey: Okay. The next question is in the program report, do we do a continuation of service hours for recipient across both periods? Or do we keep these separate for the first period then the second period.

Debbie Powell: Because we are in this somewhat unique situation, I would suggest that you do separate. You know, we need to know what's going on in 2010. And we need to know what's going on in 2011. So we can look at those two reports and marry it. You know, because if you have additional activities that were not presented when you submitted your request for funding, we need to know that. We’re going to give a call and say I see that you have budgeted for this, but it's not in your report.

So we do need to have them separated. I mean, it could be in one binder or one submission, but separation with a paper or whatever, to let us know that this is about 2010 and this is about 2011. And you're in a unique situation. I think it's really good. Because we do know that Congress did appropriate funds for 2011. And we have those funds available for you.

So if you can submit to us a 2010 and a 2011 budget and request that both years be released and you include in that 2011 narrative about what you plan to do with that money, we're more than pleased to review it and release your funding for '10 and '11 at the same time.

So, we don't have any more questions at this time. So we're going to wrap this up and say thank you for your participation.

Griffin Mulcahey: One other clarification on what the last question was asking, which was asking for the program report, not as in year-to-year, but as in the six month semiannual interval. And yes, we ask that you do separate hours of service as indicated for the six month period. Then we'll track what you're doing throughout the year as combining those two reports. But just do the program reports, as in, tracking the hours served for the period you're reporting specifically.

All right. So I think that's it for the questions. And again, just to clarify, are we open for any more questions, please email or feel free to call me for your question to be answered or you would like more clarification. And we'll follow-up with more guidance on the website. We'd like to thank you all for taking this late time in your afternoon, depending on where you are, and sharing with us. And we hope we at least provided some help as you put together these plans.

Debbie Powell: We are here to support you. So if you find that you think you need another webinar to discuss some aspects that you feel are universal questions or we get several questions on the website that are similar or the same, then we are ready and poised to have another webinar. But I think the fastest thing to do for you is to get the answer back to you like within 24 to 48 hours. And that would be answering your question on the FAQ, on the frequently asked questions on our website. Thank you for your attendance.

Griffin Mulcahey: Thank you.

(END OF TRANSCRIPT)