

**PERSONAL RESPONSIBILITY EDUCATION PROGRAM
PREP INNOVATIVE STRATEGIES (PREIS)
AND TRIBAL PREP**

Grantee Meeting



**U. S. Department of Health and Human Services
Administration on Children, Youth and Families (ACYF)
Family And Youth Services Bureau (FYSB)
Division of Adolescent Development and Support
Adolescent Pregnancy Prevention Program**

*Family and Youth
Services Bureau*



April 23, 2012 – 3:00 PM EST

ASKING QUESTIONS DURING THE WEBINAR



- It is our expectation that the webinar will answer many questions and concerns of grantees. Additionally, every attempt will be made to answer questions posed by participants at the conclusion of the webinar.
- Questions may be typed in at any time during the Webinar.

AGENDA FOR TODAY'S CALL

- 3:00 pm - Welcome/Introductions
- 3:05 pm - Overview of Continuation Application Submission Requirements - PREIS & Tribal Grantees
 - Required documentation
 - GrantSolutions Access and Utilization Process
 - Tribal Grantees dismissed following this session
- 3:45 pm - TPP Performance Measure Reporting Requirements - PREIS Grantees Only (All)
 - PREIS PPA Study grantees dismissed following this session
- 4:05 pm - TPP Evaluation Reporting Requirements - PREIS Grantees Only (Non-PPA Study grantees Only)
- 4:30 pm - Closing

APP FEDERAL STAFF

- Acting Associate Commissioner: Debbie Powell
- Program Director: Marc Clark
- Project Officer: Sarah Axelson
- Project Officer: Itege Bailey
- Project Officer: Jewellynne Tinsley (Tribal PREP Only)
- Project Officer: LeBretia White (PREIS Only)
- Social Science Policy Specialist: Dirk Butler
- Tribal Liaison: Deborah Yatsko
- Grant Specialist: Trang Le

Non-Competing Continuation Applications

PURPOSE OF CONTINUATION APPLICATION

- Request funding for:
 - Year 3 of the 5-year PREIS project
 - Year 2 of the 4-year Tribal PREP grant
- Report on progress during the current budget year
- Provide a work plan, including program and evaluation activities for the upcoming budget year
- Provide a detailed budget and budget narrative justification for the upcoming year

REQUIRED DOCUMENTS

- Federal Forms
- Table of Contents
- Project Narrative
- Work Plan
- Budget Information
- Appendices



FEDERAL FORMS

- SF-424: Application for Federal Assistance
- SF424A: Budget Information, Non-Construction Program
- SF-424B: Assurances Non-Construction Program
- SF-LLL: Disclosure of Lobbying Activities
- SF-P/PSL: Project/Performance Site Location(s)
http://www.acf.hhs.gov/grants/grants_resources.html

PROJECT NARRATIVE - PREIS

- The project narrative must include:
 - Introduction
 - Brief summary/overview of the project design
 - Six-Month Progress Report (Exhibit A - Example)
 - Goal
 - Objectives
 - Activities
 - Status - In progress/Met/Unmet - Description of accomplishments, barriers, outcomes, and justification for any redirected, unmet or revised activities

PROJECT NARRATIVE - TRIBAL PREP

- The project narrative must include:
 - Introduction
 - Brief summary/overview of the project design
 - Description needs assessment activities that will be conducted prior to August 1, 2012
 - Description of the target population and model(s) that are being evaluated for potential use during implementation
 - Six-Month Progress Report (Exhibit A - Example)
 - Project Goal
 - Needs Assessment Objectives & Activities
 - Status - In progress/Met/Unmet - Description of accomplishments, barriers, outcomes, and justification for any redirected, unmet or revised activities

WORK PLAN - PREIS

- Work Plan for the next Budget Year
 - Goals, objectives and activities planned for Year 3 of the project
- Examples: Exhibits B and C in the Guidance for Preparing a Non-Competing Continuation Grant Application



WORK PLAN - TRIBAL PREP

- Work Plan for the next Budget Year
 - Goals, objectives and activities planned for Year 2 of the project
 - First implementation year of the project
- Examples: Exhibits B and C in the Guidance for Preparing a Non-Competing Continuation Grant Application



BUDGET AND BUDGET NARRATIVE - PREIS & TRIBAL PREP

- Detailed Budget
 - Spreadsheet of the itemized budget that clearly delineates how each object class category of cost was derived
- Budget Justification
 - Clearly describes how the budget items directly relate to the completion of project activities
- Indirect Cost Rate Agreement (Optional)
 - As applicable, submit a copy of the agreement provided by a Federal government agency that established the percentage of the organization's total costs to its direct cost base.
 - Website for information on Indirect Cost Rate Agreements: <http://rates.psc.gov/>

PROCESSING A NON- COMPETING APPLICATION IN GRANTSOLUTIONS

CREATING A USER ACCOUNT

- Information available in the Getting Started section of the GrantSolutions website:
<http://www.grantsolutions.gov>
- User Request Form - Grantees must submit one form for each of the officially designated Authorizing Official and the Project Director in order to receive login information/access to GrantSolutions.

LOGGING-IN

The Grants Center of Excellence » GrantSolutions.gov: Linking Services, Solutions, Communities - Windows Internet Explorer

https://home.grantsolutions.gov/home/

File Edit View Favorites Tools Help

★ Favorites 🌐 Suggested Sites 📄 Web Slice Gallery 🗑️ Customize Links 📧 Free Hotmail 🏠 Home Intranet.HH5 🏠 Home Intranet.HH5 (2) 🖥️ Windows 🛒 Windows Marketplace 📁 Windows Media

The Grants Center of Excellence » GrantSolutions.gov...

THE GRANTS CENTER of EXCELLENCE GRANTSOLUTIONS Linking Services, Solutions, Communities

HOME BENEFITS SERVICES PARTNERS SUPPORT ABOUT NEWS

The Grants Center of Excellence

The Grants Center of Excellence (COE) delivers end-to-end grants management services to over 17 Federal partner agencies through GrantSolutions.gov. Managed by the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS), our mission is to provide comprehensive and cost-effective grants management solutions for grantors, grantees, and the public.

Benefits

The Grants Center of Excellence delivers end-to-end grants management services to over 17 Federal partner agencies through GrantSolutions.gov [More information](#).

Services

The Grants Center of Excellence (COE) provides comprehensive, cost-effective grants management solutions for grantors, grantees, and the public. **Contact information for technology support. Phone: 866-577-0771**

Partners

The Grants Center of Excellence serves a broad cross section of federal grant making agencies. Diverse in mission, size and program complexity, they bridge the spectrum of grant possibilities demonstrating the flexibility and adaptability of GrantSolutions. [More information](#).

Login to GrantSolutions

NEWS

[COE User Group Event](#)
On April 17 2012, the Grants Center of Excellence (COE) User Group had a full-day meeting for its Spring Quarter 2012 session.
[COE Support to the Department of Transportation](#)

SUPPORT

Monday-Friday 8 AM - 6 PM ET
help@grantsolutions.gov
1.866.577.0771 or 202.401.5282
We are closed on [federal holidays](#).

SUBSCRIBE TO THE

LOGGING-IN

GrantSolutions - Windows Internet Explorer
https://www.grantsolutions.gov/gsjsp/login/jaas-login.jsp;jsessionid=67TtPKVLQNT2L2CqGz2GRs1nQFlfv24LLTLZHrQC3gjtMTw2GGCc1358282418

File Edit View Favorites Tools Help

GrantSolutions



The Grants Center of Excellence (COE) serves as one of three consortia leads under the Grants Management Line of Business (GMLoB) E-Gov initiative offering government-wide grants management system support services. The COE is managed by the Administration for Children and Families (ACF) within the United States Department of Health and Human Services in partnership with 15 different federal agencies as of February 2011. GrantSolutions.gov incorporates all 14 Grants Management Line of Business (GMLoB) grant award processes both for awarding agencies and recipients as well as extensive and flexible post-award reporting mechanisms. Our services cover the full life cycle of the grants management business.

Should your government agency be looking for a cost effective and proven grants management solution, please explore our informational website at <http://home.grantsolutions.gov/>.

GrantSolutions is best accessed using Internet Explorer 7 or 8, Firefox 4 and is most compatible with JAWS v13.

Tip of the week: Change your password before it expires! After logging in - just go to the menu "System Management/Account Management/Change Password" and follow the instructions.

First Time Users

Click the button below to create a GrantSolutions.gov User Account.

REGISTER

You can reset your password or unlock your account here

Login to GrantSolutions.gov

By logging in you agree to the [Rules of Behavior](#)

Username:

Password:

LOG IN

[Reset Password/Unlock Account](#)

Type in your username and password here

ACCESSING YOUR APPLICATION

When you login to the system for the first time, you will be presented with a screen similar to the one below.

Click onto Non-Competing Continuation

GrantSolutions.gov

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Help/Support

My Grants List

[Show Expired Grants](#)

Organization for Change

Grant Number: 90NS1234-01-00	View NGA
Social and Economic	Grant Notes
Grant Program: Development Strategies - Special Initiative (NS)	Send Message
Program Office: Central Office	History
Project Title: Social Capacity Building Project	Manage Amendments
Award Issue Date: 09/16/2010	
Project Period: 09/30/2010 to 09/29/2012	
Budget Period: 09/30/2010 to 09/29/2011	
Total Approved Budget (Federal): \$152,489	
Next T&C Due Date: N/A	
Status: No Existing Amendments	
Non Competing Status: Due	Apply For Non Competing Award
Non Competing Due Date: 07/01/2011	

GrantSolutions User Support | (202) 401-5282 or (866) 577-0771 | help@grantsolutions.gov
[Contact Us](#) | [Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#)

APPLICATION CONTROL CHECKLIST PAGE

This is the Application Control Checklist. Grantees are to use this page to complete and/or upload documents for NCC applications and other grant actions.

GrantSolutions Non-Competing Continuation Application Control Checklist
Work in Progress

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image, is displayed.

Print Application: [Original Submission](#)

Grantee: Organization for Change
 Grant Number: 90FE0013
 Application Number: (To be assigned)
 Project Title: Healthy Marriage Demonstration
 Grant: Priority Area 2
 Due Date: 07/01/2010 12:00 AM (GMT - 05:00) Eastern Time (US & Canada)
 Submitted Date: 02/01/2010 12:00 AM Eastern Time

Online Forms		Attachment(s)
Project Abstract Summary	Enter Online Enter Comments	0 Uploaded Files 0 Mail-in Items
SF 424A Budget	Enter Online	N/A

Upload the Non-Competing Continuation Program/Project Narrative and supporting documents under Miscellaneous Information.

SF-424A Budget Information - Non-Construction Programs	View Online Print Completed No Comments Entered	Attachment(s) 1 Uploaded Files 0 Mail-in Items
SF-424	View Online	Attachment(s) 0 Uploaded Files 0 Mail-in Items
Additional Information to be Submitted		
Cover Letter Upload		Attachment(s) 1 Uploaded Files 0 Mail-in Items
Budget Narrative Upload		Attachment(s) 1 Uploaded Files 0 Mail-in Items
SF-425 Upload		Attachment(s) 1 Uploaded Files 0 Mail-in Items
Miscellaneous Information	No Comments Entered	Attachment(s) 1 Uploaded Files 0 Mail-in Items

Post Submission Supplemental Information

THE APPLICATION CONTROL CHECKLIST

- The application control checklist is where you have options to do the following:
 - fill out forms
 - download documents and instructions,
 - upload files, and
 - submit and unsubmit your application.

Entering/Saving Online Form Information

- To enter online form information, select the “**Enter Online**” link associated with the item you wish to fill out. (ex 424a). When you are done entering in the information, select the **Save** button at the bottom of the screen. You do not have to fill in ALL of the information in 1 session. However, the online forms must be validated before you can submit the application.

Validating Online Form Data

- Upon completing the online form information, select the **Validate** button at the bottom of the page. Any validation errors, such as missing required data, will be presented to you. If you are filling out the 424A form, the system will prompt you to copy the budget information over to the 424 form. Select ‘**Yes**’ if you wish to do so.

UPLOADING A FILE

The screenshot shows a web browser window displaying the GrantSolutions.gov website. The browser's address bar shows the URL 'GrantSolutions.gov'. The website's header includes the logo and navigation links: 'Account Management', 'Funding Opportunity', 'Applications', 'Grants', 'Reports', and 'Help/Support'. The main content area is titled 'Attachments' and contains the following text:

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: Organization for Change
Application Number: (To be assigned)
Project Title: Healthy Marriage Demonstration Grant: Priority Area 2
Project Period: 09/30/2006 to 09/29/2011

Enclosure: Project Abstract Summary
Number of Attachments: 0

Below this information is a form with a text input field labeled 'Item Description Type' containing '(Empty)'. Underneath the form are three buttons: 'Upload Attachment', 'Add Mail-in Item', and 'Close'. A red callout box on the right side of the page contains the text: 'Click onto Upload Attachment to load a file or document. You will be prompted to browse your computer to locate the desired file for uploading to GrantSolutions.' A red arrow points from the callout box to the 'Upload Attachment' button.

Attachment Notice:
GrantSolutions will perform a virus scan on all uploaded attachments. If GrantSolutions finds a virus, the file will be purged and the attachment will not be accepted. If the uploaded file is virus-free and a [supported document file type](#), GrantSolutions will convert the file into PDF format and store it on the system. Where possible, please consolidate the number of uploads.

Please be aware that these operations could take up to five minutes to complete and that this page will not automatically refresh itself. If the word "Pending" appears next to your file upload, wait a few minutes and then refresh the page by pressing your browser's refresh button. Alternatively, press the "Close" button and return to this screen later.

UPLOADING A FILE

- If you wish to upload a file as part of your application, select the appropriate item and select the Uploaded files link. From there, you will be able to upload a file from your computer to the system.
- Select 'Upload Attachment' to upload a file to the system.

VIEW FULL APPLICATION

Account Management Funding Opportunity Applications Grants Reports Help/Support

GrantSolutions Non-Competing Continuation Application Control Checklist

Work in Progress

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Print Application: [Original Submission](#)

Grantee: Organization for Change
Grant Number: 90FE0013
Application Number: (To be assigned) 
Project Title: Healthy Marriage Demonstration
Grant: Priority Area 2
Due Date: 07/01/2010 12:00 AM (GMT - 05:00) Eastern Time (US & Canada)
Submitted Date: 02/01/2010 12:00 AM Eastern Time

Online Forms			
Project Abstract Summary	Enter Online Enter Comments	Attachment(s)  0 Uploaded Files 0 Mail-in Items	
SF 424A Budget	Enter Online	N/A	
SF-424 Application for Federal Assistance (Version 2.0)	Enter Online Enter Comments	Attachment(s)  0 Uploaded Files 0 Mail-in Items	

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

SUBMITTING YOUR APPLICATION

- Once you have completed your application, click the Verify Submission button at the bottom of the page.
Then click Final Submission.
Your application has now been submitted to the Grant's Staff for review.

SUBMITTING YOUR APPLICATION

GrantSolutions.gov

[ATurner:] | GrantSolutions-3.9.4.13 01/25/2009 | Log Out

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Help/Support

GrantSolutions Non Competing Application Submission Verification

You are about to submit the following application:

Grantee: Organization for Change
Grant Number: 90FE0013
Project Title: Healthy Marriage Demonstration Grant: Priority Area 2
Due Date: 07/01/2010 12:00 AM(GMT - 05:00) Eastern Time (US & Canada)
Submitted Date: 02/01/2010 12:00 AM Eastern Time

Click here to make the final submission to your project officer and grant specialist.

Online Forms
***Project Abstract Summary
***SF-424 Application for Federal Assistance (Version 2.0)
Program Narrative
***Program Narrative Upload

*** It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

Final Submission Cancel

SUBMISSION OF CONTINUATION APPLICATIONS

- Notifications were mailed and emailed notifications to grantees on April 29, 2012
 - Instructions provided in the accompanying Non-Competing Continuation Guidance Document
- Grantees are to submit NCC Applications via GrantSolutions by May 29, 2012
- User Request Forms were to be completed by the Authorized Representative and Project Director and submitted to the assigned project officer for access to GrantSolutions system.

QUESTIONS?



Performance Progress

Reports

(Tribal PREP)

PERFORMANCE PROGRESS REPORTS

- TRIBAL PREP ONLY

- Due 30 days after the end of the second and fourth quarters of the budget period (every 6 months)
 - April 30, 2012
 - October 30, 2012
- Complete using the ACF-PPR template that was sent to grantees via email by your Project Officer
- Submit via email to your Project Officer by April 30, 2012

Performance Progress

Reports

(PREIS)

PERFORMANCE PROGRESS REPORTS - PREIS ONLY

- Performance Progress reports are due as follows for PREIS grantees:
 - May 29, 2012 with the Non-competing Continuation Application (reporting period is 9/30/2011 to 3/31/2012)
 - October 31, 2012 (reporting period is 4/1/2012 to 9/29/2012)
 - Complete using the PPR template and submit to project office via email or OLDC

Trainings

UPCOMING TRAININGS

- **PREIS Regional Trainings:**
 - Western Training: June 12-13, Minneapolis, MN
 - Eastern Training: June 28-29, Philadelphia, PA
 - Notification of location assignment sent via email
- **Tribal PREP Trainings:**
 - Webinar on Adulthood Preparation Subjects: May 22, 2012 @ 3:00 pm EST
 - Additional trainings to be announced at a later date

Critical

Due Dates

CRITICAL DUE DATES - PREIS

- ◉ May 29, 2012: Continuation Applications Due

- ◉ May 31, 2012:
 - Performance Measures Upload
 - Evaluation Progress Reports Due (to Project Officer)

- ◉ July 16, 2012: Year 2 Budget Revisions Due

- ◉ October 31, 2012: Year 2 Performance Progress Report (PPR) Due

- ◉ November 30, 2012:
 - Performance Measures Upload
 - Evaluation Report Due (to Project Officer)

- ◉ December 31, 2012: Year 2 Financial Status Report Due(SF-425)

CRITICAL DUE DATES - TRIBAL PREP

- April 30, 2012:
 - Semi-Annual Performance Progress Report (PPR) Due
 - Semi-Annual Financial Status Report (SF-425) Due
- May 29, 2012: Continuation Applications Due
- July 16, 2012: Year 1 Budget Revisions Due
- August 1, 2012: Implementation Plans Due
- October 31, 2012: Semi-Annual Performance Progress Report (PPR) Due
- December 31, 2012: Semi-Annual Financial Status Report (SF-425) Due

QUESTIONS AND ANSWERS



**THANK YOU FOR YOUR
PARTICIPATION!**