



Adolescent Pregnancy Prevention Program

Competitive Personal Responsibility Education Program

Orientation Webinar



October 22, 2015
3:00 – 4:30 p.m. EST

Today's Presenters

- **Itege Bailey**, FYSB, Project Officer
- **Sarah Axelson**, FYSB, Project Officer
- **Merissa Gremminger**, RTI International,
Training & Technical Assistance Provider

Asking Questions

- Type your questions into the box on the side of the screen.
- We will make every attempt to answer questions at the conclusion of the webinar.
- We ask that grant-specific questions be posed to your project officer.



Congratulations!



Training Agenda

- Welcome and Introductions
- Overview of the Family and Youth Services Bureau (FYSB)
- Purpose and Program Requirements of the Competitive Personal Responsibility Education Program (Competitive PREP)
- Performance Measures
- Administrative and Fiscal Information
- Resources and Websites
- Questions and Answers

Introduction to Federal Staff

FYSB Management

- William Bentley, Associate Commissioner
- Debbie Powell, Deputy Associate Commissioner
- Resa Matthew, Ph.D., Director, Division of Adolescent Development and Support

Adolescent Pregnancy Prevention (APP) Program Personnel

- LeBretia White, APP Program Manager
- Marc Clark, Ph.D., Senior Program Analyst
- Sarah Axelson, Management Analyst
- Itege Bailey, Management Analyst
- Jewellynne Tinsley, Program Specialist
- Byron Pugh, Program Specialist
- Jessica Johnson, Program Specialist
- Julie Grace, Communication Specialist
- Tracy Downtin, Program Assistant

Office of Grants Management

- Katrina Morgan, Grants Management Officer
- Trang Le, Grants Management Specialist

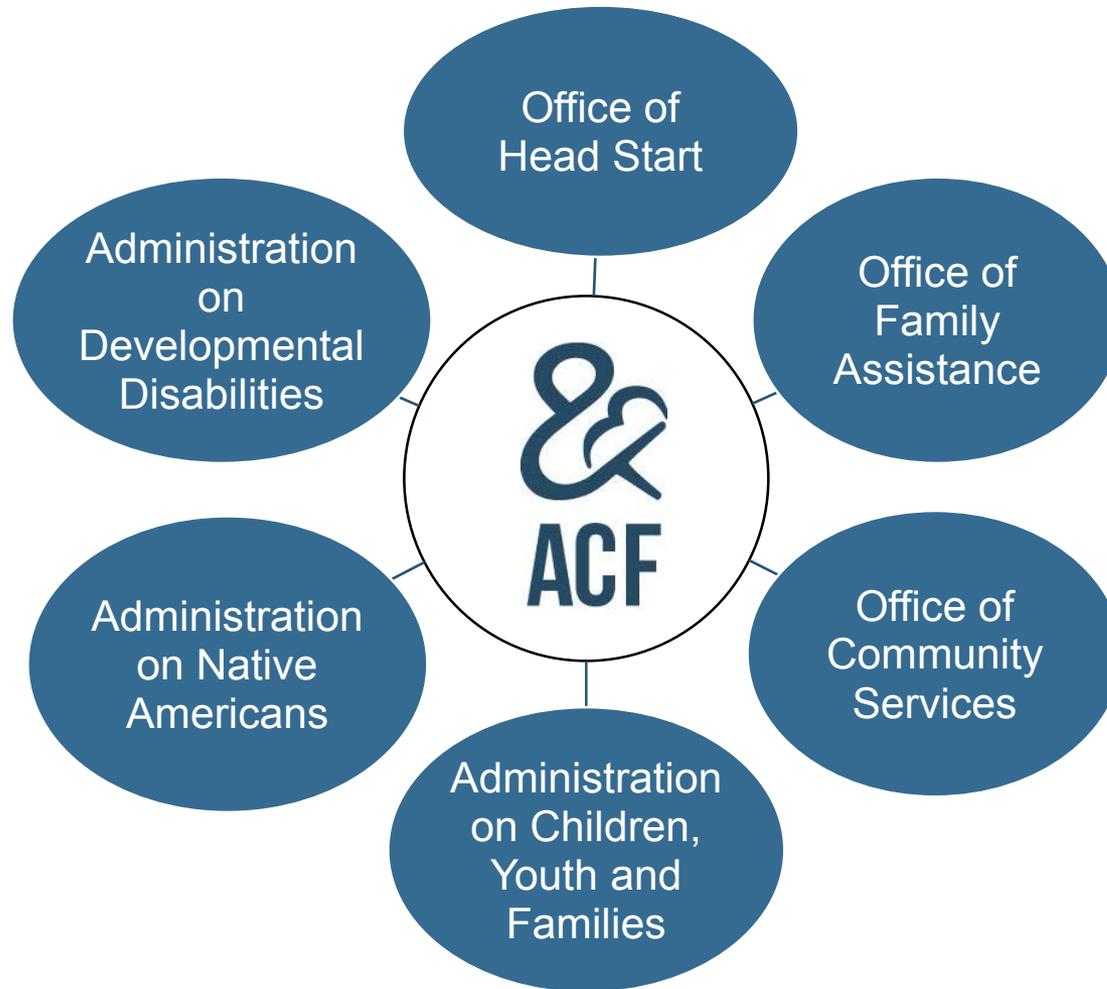
Overview of the Family and Youth Services Bureau



Department of Health and Human Services



Administration for Children & Families

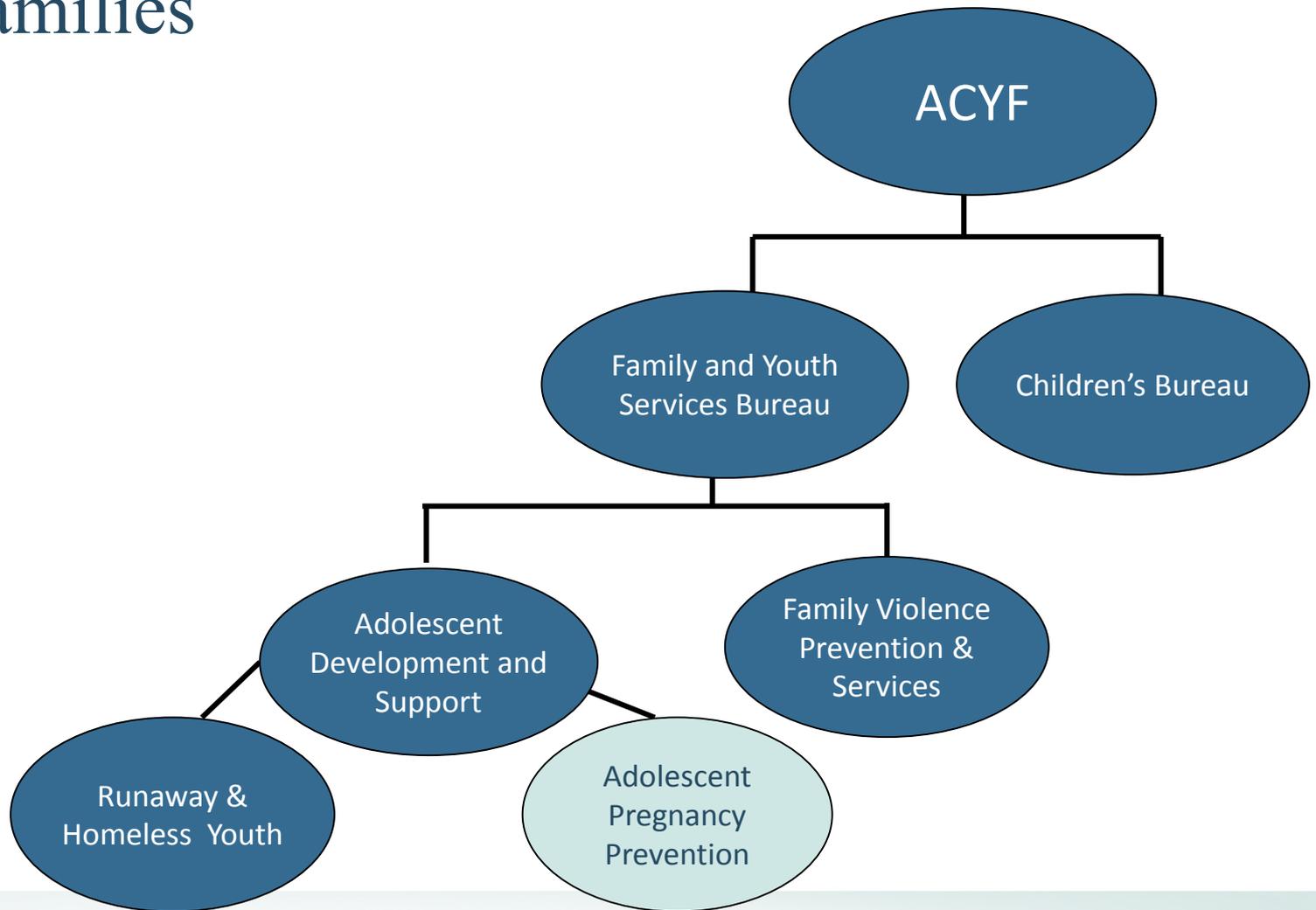


Administration on Children, Youth, and Families (ACYF)

ACYF administers the major Federal programs that support:

- Social services that promote positive growth and development of children and youth and their families;
- Protective services and shelter for children and youth in at-risk situations; and
- Adoption for children with special needs.

Administration on Children, Youth and Families



FYSB's Mission

The mission of the Family and Youth Services Bureau is to support the organizations and communities that work every day to put an end to youth homelessness, adolescent pregnancy and domestic violence.



Adolescent Pregnancy Prevention Program

State PREP

\$43,700,632

State Abstinence

\$50,000,000

Competitive PREP

\$10,000,000 of State PREP

(Florida, Indiana, North Dakota, Texas, Virginia,
Guam, American Samoa, Palau, Northern
Mariana Islands, Marshall Islands)

Competitive Abstinence

\$4,553,760

Tribal PREP

\$3,250,000

PREP Innovative Strategies

\$8,212,515

Legislative Authority

- **Patient Protection and Affordable Care Act of 2010 (P.L. 111-117)**
 - **\$75 million** – Replication of evidence-based practices and the testing of innovative approaches for teen pregnancy prevention
 - **\$50 million** – Restoration of funding for Abstinence Education, Section 510 of the Social Security Act
 - **\$4,986,864** – Competitive grants to provide abstinence education (as defined by section 510(b)(2)(A)-(H) of the Social Security Act) to adolescents (**Section 241 of the PHS Act**)
- **Section 206 of the Protecting Access to Medicare Act of 2014 (Pub. L. 113-93) extended funding through FY 2015**

Purpose and Program Requirements



Competitive PREP

Purpose:

Enable organizations to support personal responsibility education programs that replicate evidence-based effective program models or substantially incorporate elements of effective programs that have been proven on the basis of scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth.



Target Populations

- Youth ages 10-19
- Pregnant and parenting teens under the age of 21
- Youth in foster care and juvenile justice
- Youth with HIV/AIDs
- Culturally underrepresented groups such as African American, Hispanic, and native American youth
- Rural youth
- Runaway and homeless youth
- Youth at risk of being or who have been trafficked
- Youth who are high-risk or vulnerable for pregnancy

Program Requirements

- Emphasize abstinence and contraception for the prevention of pregnancy and sexually transmitted infections
- Address at least three of six adulthood preparation subjects program implementation
 - Healthy relationships
 - Adolescent development
 - Financial literacy
 - Parent-child communication
 - Educational and career success
 - Healthy life skills
- Replicate evidence-based, effective programs or substantially incorporate elements of effective programs that change behavior (delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy)

Program Requirements (Cont.)

- Ensure that the program is medically accurate, age appropriate, and accessible to LGBTQ youth
- Promote healthy transitions to adulthood through positive youth development
- Have facilitators/educators formally trained in the program model or elements of the program by professionals who can provide follow-up technical assistance to facilitators
- Collect and report performance measure data
- Have the project fully functioning and serving youth within 120 days following the Notice of Award

Fidelity and Adaptations

- Grantees are strongly encouraged to maintain fidelity to the evidence-based model that they have selected.
 - Fidelity refers to how well the program is implemented without compromising the core elements of the curriculum that have been identified as essential for achieving program effectiveness.
- Adaptations should generally be minimal
- Significant adaptations may be needed to address mandatory project requirements
 - Adulthood Preparation Subjects
 - Abstinence and contraception for the prevention of pregnancy and sexually transmitted infections
- Adaptations should not alter the core components of the evidence based program model

Assurances

- Grantees and all partners, sub-awardees or subcontractors will have in place, within 30 days of grant award, policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin.
- Grantees will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment or bullying.
- Grantees must have a plan to monitor sub-awardee claims, address them seriously, and document their corrective action(s).

Conferences and Topical Trainings

- National Teen Pregnancy Prevention Conference
 - Two key staff are required to attend
 - Spring/Summer 2016
- Topical Trainings
 - Two key staff attend at least one
 - Topics, dates and locations TBD
 - Three trainings planned for this 2015-2016 project period

Benefits:

- Network with other APP funded projects
- Have face-to-face time with Project Officers
- Learn about new FYSB business
- Learn new information and gain new skills

Site Visits

- Periodic site visits by Project Officer
- Main objectives are to:
 - Assure the project is in compliance with the Terms and Conditions and the authorizing legislation;
 - Discuss the project's development and observe the project during implementation; and
 - Provide programmatic, financial, and evaluative guidance and ascertain technical assistance areas.

Performance Measures



Performance Measures Overview

- All grantees are required to collect and report on a common set of performance measures.
- The primary purpose of the PREP Performance Measures (PMs) is to collect information from all grantees on how PREP objectives are being met.
- Information contributes to lessons learned about the replicating evidence-based programs, can be used for program improvement and is reported to Congress as required by PREP legislation.
- PMs will not be used to measure program effectiveness.

Performance Measures Categories

- Structure and Support for program implementation
- Participants' characteristics, perceptions of program experiences, and perceptions of program effects (entry and exit forms)
- Program attendance, reach, and dosage
- Additional detailed information about the performance measures can be found at www.prepeval.com
- Grantees will participate in webinar trainings on the three categories of performance measures
 - **Save-the-Date: November 3, 2015, 3-4:30pm EST**

Administrative Information



Role of Program Office

- Review applications and programmatic reports
- Respond to programmatic and technical aspects of the grant
- Ensure the amounts to be awarded to grantees are consistent with current statutory requirements
- Monitor grantee performance

Project Officers

Contact for all programmatic issues associated with the grant

- Programmatic requirements
- Program modifications or changes in project scope
- Budget revisions
- Changes in key staff positions
- Program progress reports
- Monitoring and site visits

Office of Grants Management (OGM)

Roles for Grant Administration

- Responsible for business and other non-programmatic areas of grant award and administration
- Ensuring compliance with applicable laws, regulations, policies, and procedures and technical aspects of grants and fiscal monitoring
- Official receipt point for SF-425 reports and requests for prior approval (via GrantSolutions)

OGM Roles for Grant Administration (cont.)

- Contact OGM for the following:
 - Requesting amendments to the original grant application, such as changes in key personnel, budget modification, no-cost extension
 - Clarification of budget issues, particularly allowability of costs
 - Guidance on submitting fiscal reports and other official correspondence

Grants Policy Statement

- Provides general terms and conditions for all HHS discretionary grants and cooperative agreements
- Four sections:
 - Part I: HHS Grants Process
 - Part II: Terms and Conditions of HHS Grant Awards
 - Part III: Points of Contact
 - Part IV: OPDIV-Specific Information and Terms and Conditions
- <http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>

Grants Policy Information

- In December 2013, OMB published Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200
- Referred to as the “Super Circular” or “Omni Circular”
- HHS has published its implementation of 2 CFR 200 in 45 CFR Part 75

Payment Management Services (formerly the Division of Payment Management)

- Part of the HHS Program Support Center, which is separate from ACF
- PMS provides the payment and accounting system for all HHS grants
- Grantees are responsible for requesting payments and reporting disbursements to the Payment Management System via quarterly FFR reports

Payment Management Services (formerly the Division of Payment Management)

- Requires quarterly reporting via the Payment Management System
- Visit PMS website - <http://www.dpm.psc.gov> for quarterly FFR due dates and to find out your PMS contact person for payment questions
- Or via phone at 877-614-5533

Submission of Progress Reports & Federal Financial Status Reports



Performance Progress Reports (PPR)

- Semi-annual reporting after second and fourth quarters (every six months) for duration of project period – same due dates as FFR, with final due 90 days after the end of the project period
- Submit reports to the ‘Grant Notes’ via GrantSolutions
- Due 30 days after end of period
- For project period 9/30 – 9/29:
 - 1st Report: Due 4/30 (covers 9/30-3/31)
 - 2nd Report: Due 10/31 (covers 4/1-9/29)

Performance Progress Reports (Cont.)

Program Indicators include:

- Major activities and accomplishments during this period
- Challenges
- Significant findings and observations
- Organizational issues
- Technical assistance and training updates

Federal Financial Reporting (SF-425)

- Semi-annual reporting after second and fourth quarters (every six months) for duration of project period
- Due 30 days after end of period
- For project period 9/30 – 9/29:
 - 1st Report: Due 4/30 (covers 9/30-3/31)
 - 2nd Report: Due 10/31 (covers 4/1-9/29)
- Federal grant award number should be indicated on all reports

Federal Financial Reporting (SF-425)

- A final SF-425 is due 90 days after the end of the project period.
 - If Project period ends 9/29 then the final report is due 12/30
- The SF-425 and the PMS Payment Management System disbursement report for the reporting period must reconcile. For the report to be considered final, all unliquidated obligations must have been paid and \$-0- entered on line 10(k) of the final Financial Status Report.

SF-428 & SF-429 Reports

- SF-428 Tangible Property Report (example: equipment and supplies) has three parts: an Annual Report; a Final (Award closeout) Report; and a Disposition Request/Report
- SF-429 Real Property Status Report reports real property status purchased or constructed (land, building)
- Annual reporting required

GrantSolutions

- User roles:
 - Only AO and PI/PD roles in GrantSolutions have access to make any requests or upload documents; other roles have “read-only” access
 - OGM is responsible for ensuring the AO and PI/PD for grants have access to GrantSolutions – direct questions to your Grants Management Specialist
- Grantees have control over submission of post-award amendments
- Continue to communicate with Grant and Program Specialists outside of the system
- Contact OGM with questions

Budget Modifications

Cover Letter

- Indicate the rationale for the revision and how it impacts the scope of activities
- Dated and signed by Authorized Representative

SF-424A Form Budget Information – Non-Construction Programs

Budget

- Spreadsheet or table format
- Federal budget items clearly marked
- Reflect the budget cost categories outlined in SF-424A
- Provide a specific itemization of the budget

Budget Narrative

- Provide a justification supporting the need to allocate funds for items in the itemized budget
- Provide a clear description of how the revised budget items directly relate to the completion of project activities
- Address only line items impacted by the shift in funds

Budget Modifications

- Follow instructions in GrantSolutions for requesting a budget modification
- Requests will be submitted as an amendment via GrantSolutions
- Visit GrantSolutions Training Video for instructions on post-award amendment submission
<https://home.grantsolutions.gov/home/grantee-training-videos/>

No-Cost Extension

- No-Cost Extensions are requested to complete activities of the grant in the final year of the project period.
- Requests are not approved merely for the purpose of using unobligated balances.
- Requests should be made 45 days prior to the end of the project period and are one-time extensions of the expiration date up to 12 months.
- The no-cost extension does not authorize additional spending or any new activities beyond the purposes consistent with the original award.

No-Cost Extension (cont.)

- Follow instructions in GrantSolutions for requesting a no-cost extension
- All SF-425s and PPRs from previous and current budget periods must be on file
- Requests must include:
 - Standard forms built in to GrantSolutions
 - Cover letter – upload
 - Revised expiration date
 - Supporting reasons for request
 - Remaining balance

Questions?



Resources and Websites



Training and Technical Assistance

- Technical assistance and training provided by contractor, RTI International
 - Webinar Trainings
 - Tip Sheets
 - E-Updates
 - E-learning Modules
 - Community of Practice website (COP)
 - One-on-One Technical Assistance

What is Technical Assistance (TA)?

- Collaborative
- Systematic
- Targeted
- Adaptive
- Customized
- Accountable
- Results-driven

How do we provide TA?

- E-mail consultation
- Phone consultation
- Conference calls
- In-person visits
- Combination of any of the above
- In PREP, phone consultations are the most-often used form

What is the process for receiving TA?

- Speak to your Project Officer when there is an issue with which you would like assistance
 - This can be help defining a problem, addressing an already identified problem, developing a new solution
 - TA can also be given to build on a strength of your program
- Your Project Officer will request TA through the on-line Technical Assistance Report System (TARS)
- The RTI team will assign a TA Provider from a group of professionals from the partner organizations (ETR, Healthy Teen Network, the National Campaign, NAMS, and RTI) by matching the provider's skills with your needs

What is the process for receiving TA? (cont.)

- The TA Provider will contact you to set up an appointment to discuss your request
- The TA Provider will develop a plan with you for addressing your issue and will post it on the TARS so that you Project Officer is kept informed
- You and your TA Provider will implement the plan and will check in regularly
- When you have achieved your goals, the TA request will be closed
- We will ask you to complete a Satisfaction Survey

When should you request TA?

- As soon as you realize that you would like some assistance
- Issues addressed early on may be easier to resolve
- The TA team is ready to provide you with assistance whenever you ask for it!



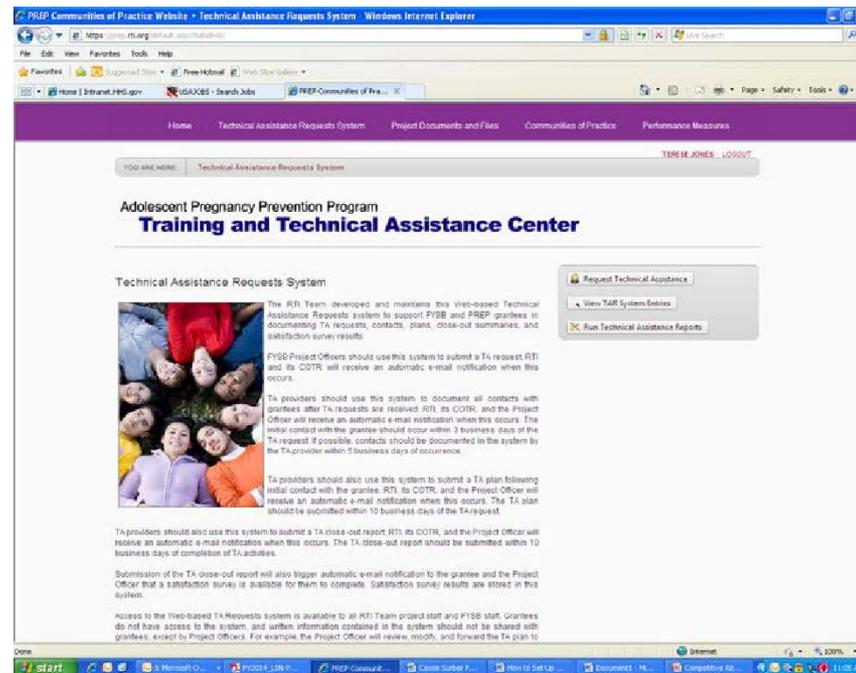
How to Set Up a Profile on the Communities of Practice Site

Step 1: Log in to the *PREP Training and Technical Assistance Center* site at <https://prep.rti.org> using your username and password.

Note: RTI, the T & TA contractor, will provide all PREP primary contacts with access to the site. The primary contacts can then grant access to the grantee staff.



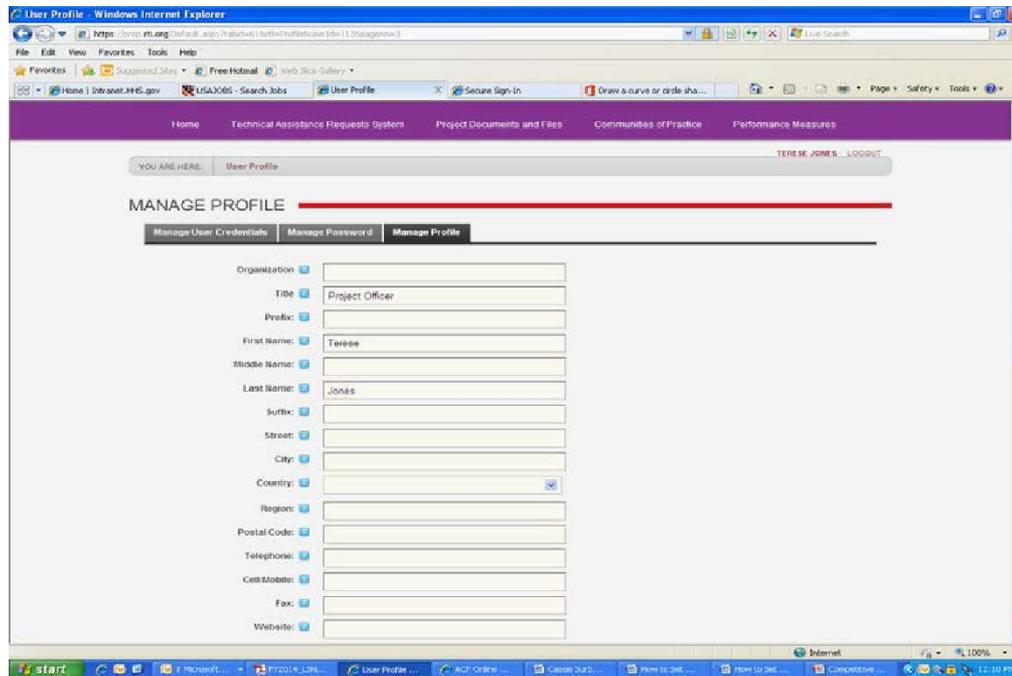
Step 2: Select the *Communities of Practice* icon on the home page.



Step 3: On the top right of the screen, hover your mouse over “your name” (your name)”

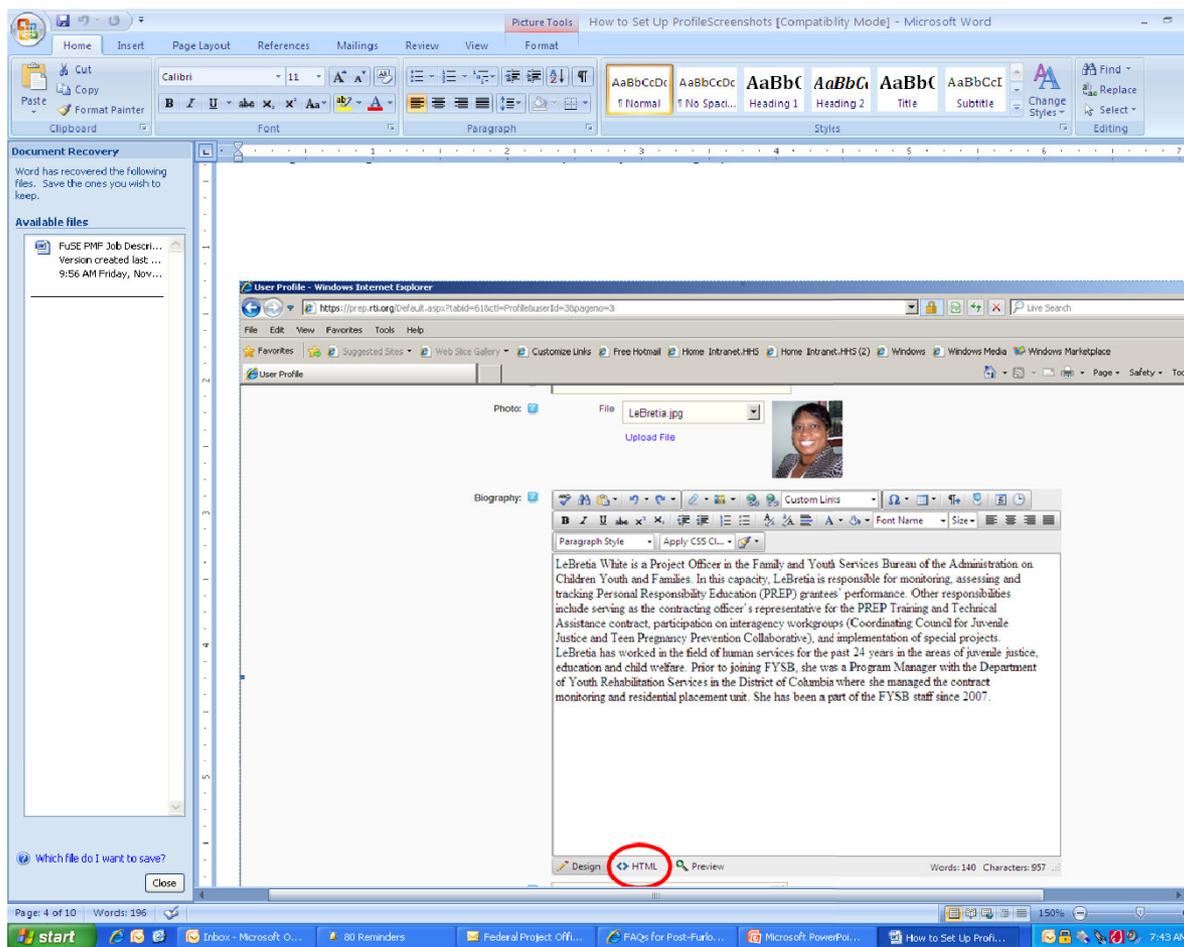
Step 4: Click on “Edit my Profile”

Step 5: Update your Biographical Information by typing into the text box. Upload your photo by clicking the “Browse” button and selecting a photo from your files.

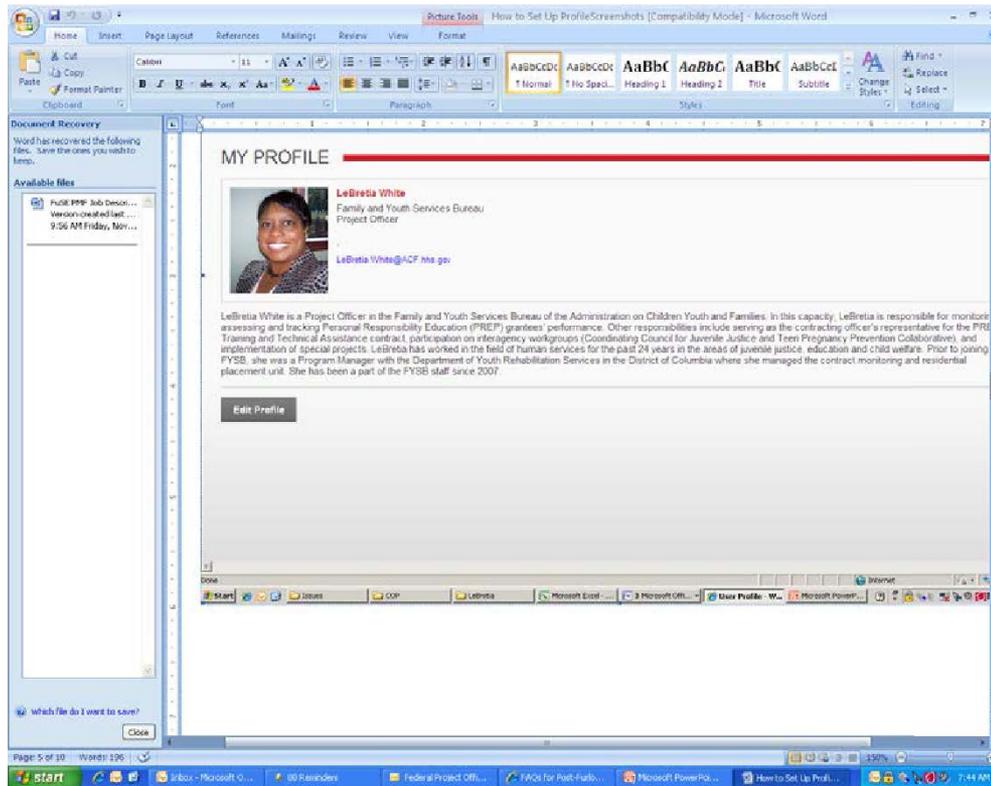


The screenshot shows a web browser window titled "User Profile - Windows Internet Explorer". The address bar displays "https://www.mn.org/Default.aspx?tabid=1167&id=1167&pageid=3". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar shows "Home | Intranet.HHS.gov", "USAJOBS - Search Jobs", "User Profile", "Secure Sign-In", and "Draw a curve or circle that...". The page has a purple navigation bar with links: "Home", "Technical Assistance Requests System", "Project Documents and Files", "Communities of Practice", and "Performance Measures". Below the navigation bar, a breadcrumb trail reads "YOU ARE HERE: User Profile" and a user name "TERE SE JONES" with a "LOGOUT" link. The main content area is titled "MANAGE PROFILE" and has three tabs: "Manage User Credentials", "Manage Password", and "Manage Profile". The "Manage Profile" tab is active, showing a form with the following fields: Organization, Title (Project Officer), Prefix, First Name (Tereese), Middle Name, Last Name (Jones), Suffix, Street, City, Country (dropdown menu), Region, Postal Code, Telephone, Cell/Mobile, Fax, and Website. Each field has a small blue icon to its left. The Windows taskbar at the bottom shows the start button, several open applications, and the system tray with the time 12:10 PM.

Step 6: Return to the homepage by clicking “Communities of Practice” on the tool bar on top left of the screen. Change setting to HTML to cut and paste your biographical information.

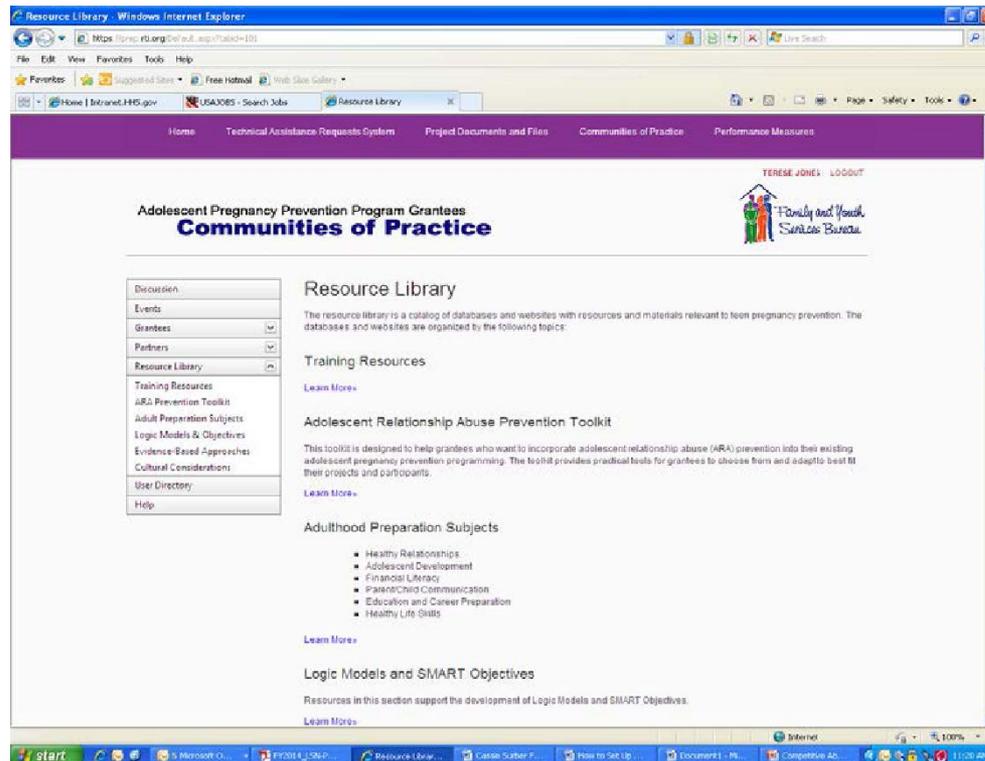


Step 7: Note: You may also upload your personal picture.

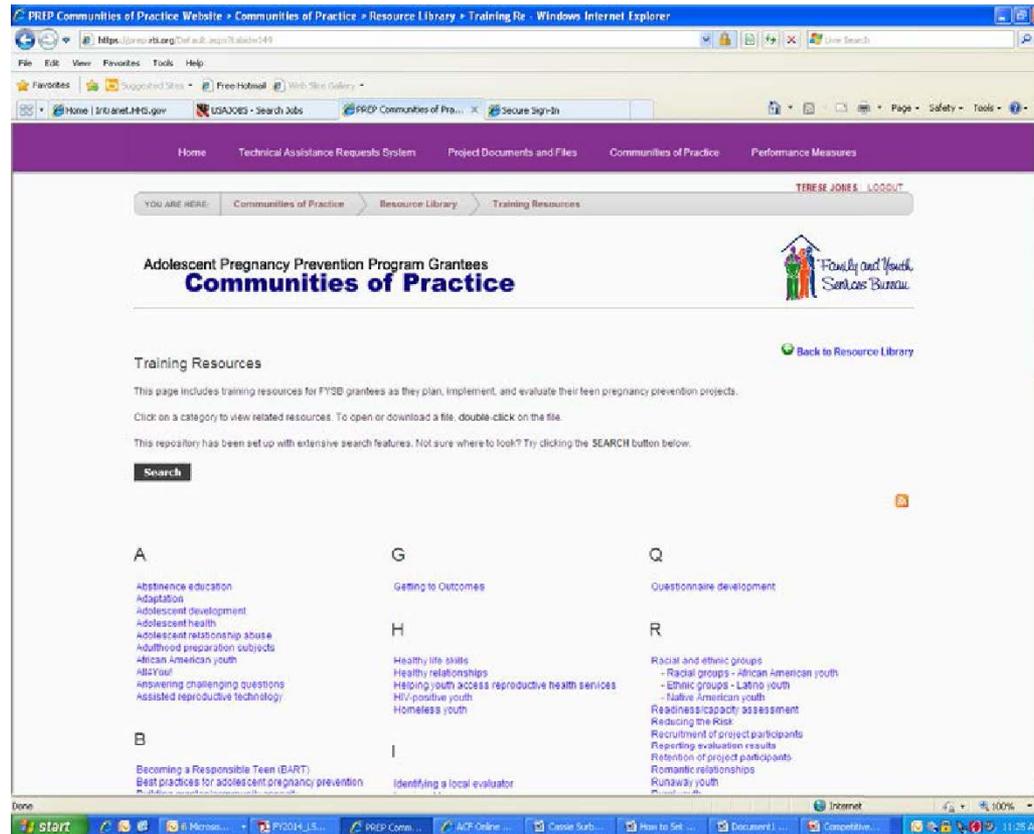


How to navigate the Communities of Practice Site:

Use the chart to the left of the screen or click onto the “What Would You Like To DO?” statements.



Accessing Training Resources: Click on “Resource Library”



Training Resource Repository

Adolescent Pregnancy Prevention Program Grantees **Communities of Practice**



 [Back to Resource Library](#)

Training Resources

This page includes training resources for FYSB grantees as they plan, implement, and evaluate their teen pregnancy prevention projects.

Click on a category to view related resources. To open or download a file, **double-click** on the file.

This repository has been set up with extensive search features. Not sure where to look? Try clicking the **SEARCH** button below.

Search

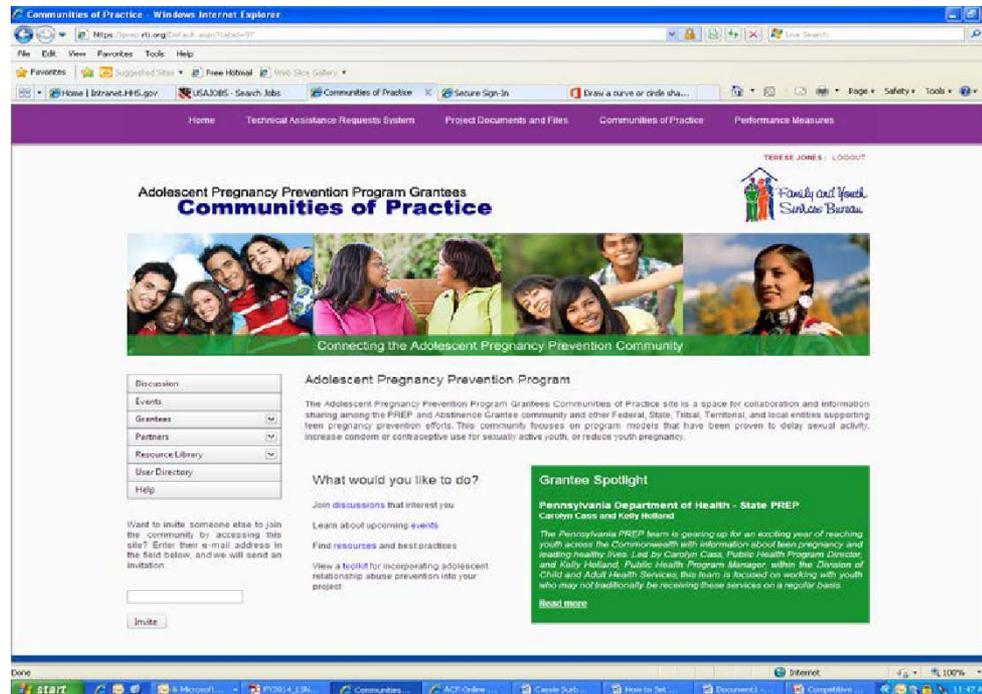


> [Categories](#) > [Abstinence education](#)

-  [Challenges Addressed in Statewide Evaluation of Abstinence Education Programs](#)
-  [Creating a Safe Space for Students to Learn - Values-Neutral Abstinence Education](#)
-  [Looking at the Data - Abstinence-Relevant Findings from National Surveys - July 2013](#)
-  [New and Emerging Information about Abstinence E-Update](#)
-  [Primer on STIs and HIV-AIDS](#)
-  [SMARTool - Presentation](#)
-  [Systematic Method for Assessing Risk-Avoidance Tool](#)

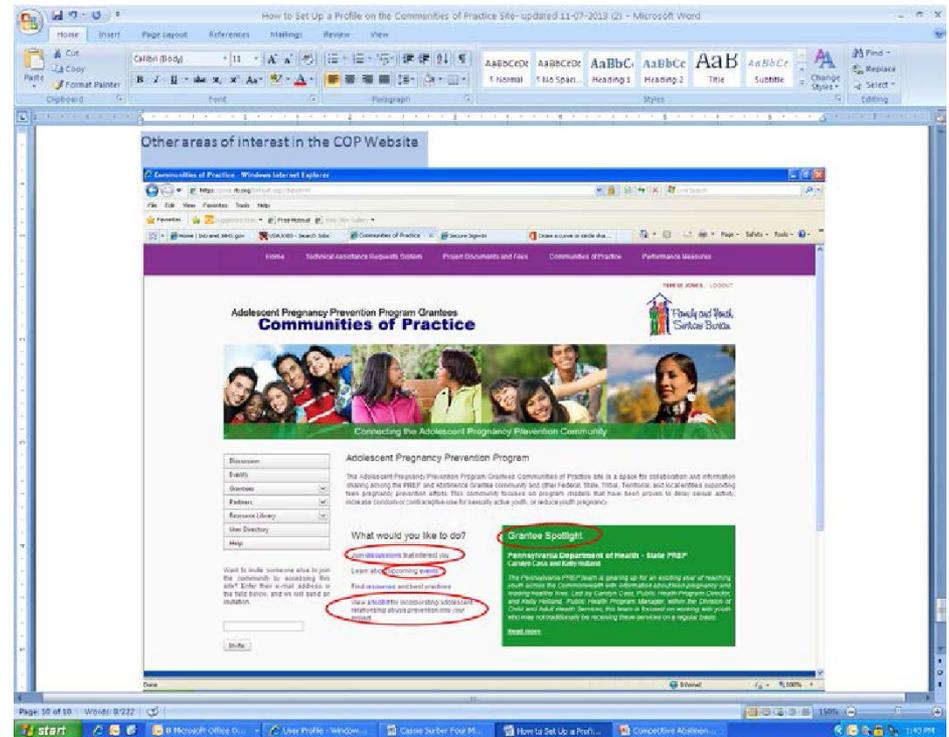
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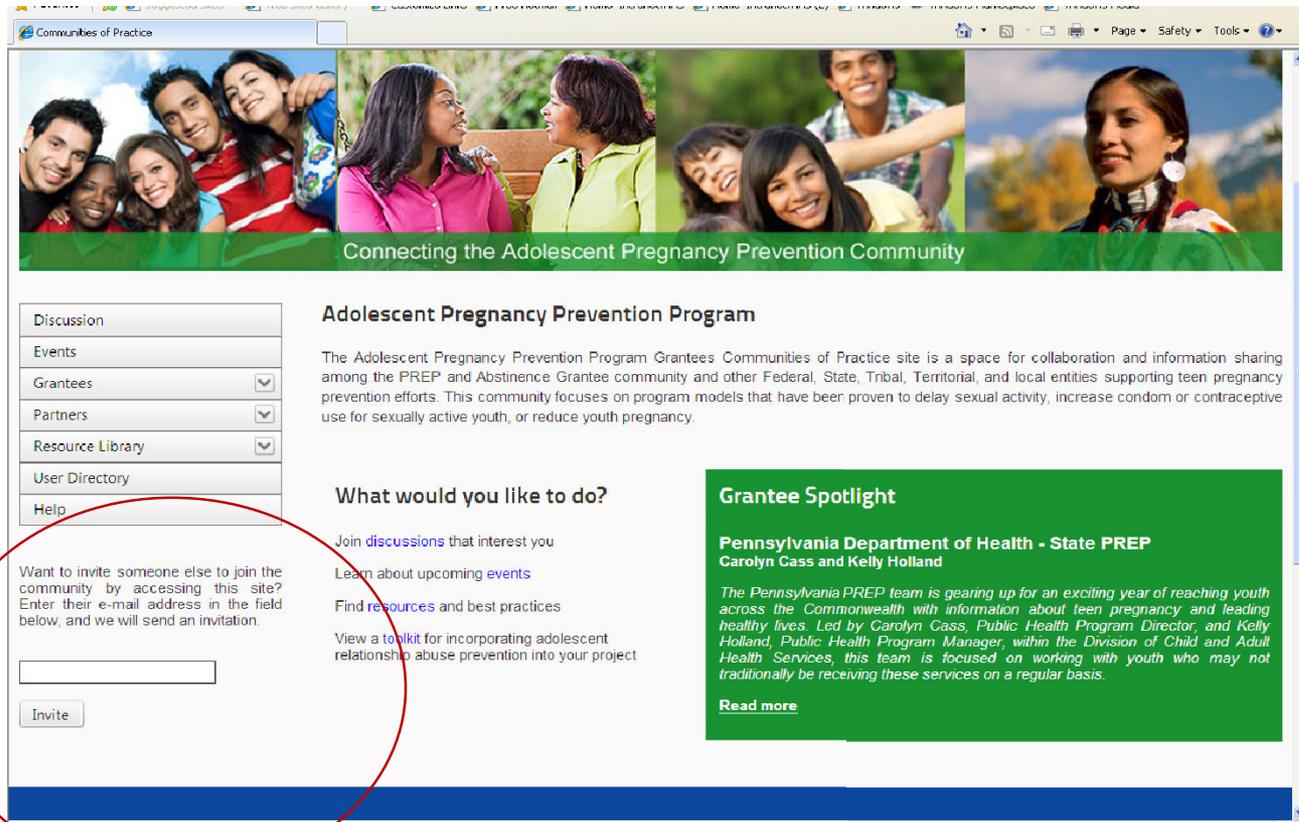
Other areas of interest in the COP Website

- Discussions
- Upcoming events
- Adolescent Relationship Abuse Toolkit
- Grantee Spotlight



How to add other C-PREP grantee staff users to the CoP site

Click onto the invite button and provide the staff person's email address.



Pregnancy Prevention Resources

FYSB-APP:

<http://www.acf.hhs.gov/programs/fysb/programs/adolescent-pregnancy-prevention>

APP Community of Practice:

<https://prep.rti.org>

National Clearinghouse for Families and Youth (NCFY) provides resources and trainings on teen pregnancy, youth homelessness, and family violence: <http://ncfy.acf.hhs.gov>

Evidence-based TPP Training Database provides information on HHS grantees who have been trained in select evidence-based models: <http://ncfy.acf.hhs.gov/trainer-database>

Pregnancy Prevention Resources

Teen Pregnancy Prevention Evidence Review:

<http://tppevidencereview.aspe.hhs.gov>

Center for Disease Control and Prevention:

www.cdc.gov/TeenPregnancy/PreventTeenPreg.htm

Office of Adolescent Health – TPP:

www.hhs.gov/oph/oah/prevention/index.html

Find Youth Info.gov:

<http://youth.gov>

Grant Administration Resources

OMB Circulars:

https://www.whitehouse.gov/omb/circulars_default

Code of Federal Regulations:

www.ecfr.gov

Division of Payment Management:

www.dpm.psc.gov

Link to Forms:

www.acf.hhs.gov/grants-forms

Archived Webinars and Resources

ACF Home » Family and Youth Services Bureau » Program Resources

Resources

The Family and Youth Services Bureau offers the following resources for grantees and members of the general public.

Search for a Resource

Browse By Program Area

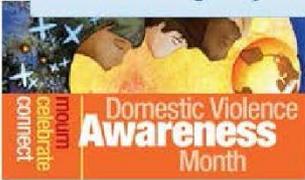
- All Program Areas
- Family Violence Prevention and Services (FVPSA)
- Runaway and Homeless Youth (RHY)
- Adolescent Pregnancy Prevention (APP)

or

Search By Keyword

Enter Keyword Program Areas **SEARCH**

Fe



2012 Domestic Violence Awareness Month



Family and Youth Services Bureau Brochure



Grantees of the Family and Youth Services Bureau



Free Online Training
Positive Youth Development Online Training

<https://www.acf.hhs.gov/programs/fysb/resource-library>

Questions and Answers

Thank you for your participation!

Let's Hear from You!

- Please complete the following evaluation related to your training needs and interests.

<https://www.surveymonkey.com/r/NXQKLCZ>

- If you attended the Webinar with other team members, please share the link and complete the evaluation separately.