



**ADMINISTRATION FOR CHILDREN AND FAMILIES
ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES
FAMILY AND YOUTH SERVICES BUREAU**



TEEN PREGNANCY PREVENTION DIVISION
**State Personal Responsibility Education Program
(State PREP)**

GRANT ADMINISTRATION GUIDANCE

1. Project Calendar	2
2. Performance Progress Report (PPR) Instructions	4
3. PPR - Sample Program Indicators Chart - Attachment 1	9
4. PPR - Sample Program Indicators Chart - Attachment 2	10
5. Budget Guidance	12
6. Regional Distribution of Grantees	14

State PREP Project Calendar Grantee Reporting Requirements Timeline

Due Date	Event/Activity	Project Period Covered (if applicable)	Submission Method (if applicable)
Aug. 2011	Award of FY2011 Funding to FY 2010 Grantees		
Aug. 9-11, 2011	West/Mid-West Regional Training – Albuquerque, New Mexico		
Sept. 2011	Award of FY2011 Funding to FY 2010 Grantees Award of FY2010/2011 Funding to FY2011 Applicants		
Sept. 13-15, 2011	East/South Regional Training – Boston, MA		
Oct. 26, 2011 @ 4 pm EST	State PREP Grantee Meeting (Conference call / webinar)		
Oct. 30, 2011	Semi-Annual Performance Progress Report (PPR)	9/30/2010 - 9/29/2011	<ul style="list-style-type: none"> • Submit via OLDC
Jan. 30, 2012	Financial Status Report (SF-425) FY2010 Award	8/02/2010- 9/30/2011	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist
Apr. 29 – May 2, 2012	Annual Meeting – Washington DC Metro Area		
April 30, 2012	Semi-Annual Performance Progress Report (PPR)	9/30/2011 - 3/31/2012	<ul style="list-style-type: none"> • Submit via OLDC
Oct. 30, 2012	Semi-Annual Performance Progress Report (PPR)	4/01/2012 - 9/29/2012	<ul style="list-style-type: none"> • Submit via OLDC
Jan. 30, 2013	Financial Status Report (SF-425) FY2010 Award (Final Report) FY2011 Award FY2012 Award	8/02/2010 - 9/30/2012 10/01/2010 - 9/30/2012 AD* - 9/30/2012 *Award Date	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist
Spring 2013	Annual Meeting – Washington DC Metro Area		
April 30, 2013	Semi-Annual Performance Progress Report (PPR)	09/30/2012-3/31/2013	<ul style="list-style-type: none"> • Submit via OLDC
Oct. 30, 2013	Semi-Annual Performance Progress Report (PPR)	04/01/2013-9/29/2013	<ul style="list-style-type: none"> • Submit via OLDC
Jan. 30, 2014	Financial Status Report (SF-425) FY2011 Award (Final Report) FY2012 Award FY2013 Award	10/1/2010 - 9/30/2013 AD* - 9/30/2013 AD* - 9/30/2013 *Award Date	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist

Spring 2014	Annual Meeting – Washington DC Metro Area		
April 30, 2014	Semi-Annual Performance Progress Report (PPR)	9/30/2013 - 3/31/2014	<ul style="list-style-type: none"> • Submit via OLDC
Oct. 30, 2014	Semi-Annual Performance Progress Report (PPR)	4/01/2014 - 9/29/2014	<ul style="list-style-type: none"> • Submit via OLDC
Jan. 30, 2015	Financial Status Report (SF-425) FY2012 Award (Final Report) FY2013 Award	AD* - 9/30/2014 AD* - 9/30/2014 *Award Date	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist
Spring 2015	Annual Meeting – Washington DC Metro Area		
April 30, 2015	Semi-Annual Performance Progress Report (PPR)	9/30/2014 - 3/31/2015	<ul style="list-style-type: none"> • Submit via OLDC
Oct. 30, 2015	Semi-Annual Performance Progress Report (PPR)	4/01/2015 - 9/29/2015	<ul style="list-style-type: none"> • Submit via OLDC
Jan. 30, 2016	Financial Status Report (SF-425) FY2013 Award (Final Report) FY2014 Award	AD* - 9/30/2015 AD* - 9/30/2015 *Award Date	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist
April 30, 2016	Semi-Annual Performance Progress Report (PPR)	9/30/2015 - 3/31/2016	<ul style="list-style-type: none"> • Submit via OLDC
Oct. 30, 2016	Semi-Annual Performance Progress Report (PPR)	4/01/2016 - 9/29/2016	<ul style="list-style-type: none"> • Submit via OLDC
Jan. 30, 2017	Financial Status Report (SF-425) FY2014 Award (Final Report)	AD* - 9/30/2016 *Award Date	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist

Note: *The due dates for the Financial Status Reports may change in future years and the noted change will be included in the Terms and Conditions document that annually accompanies the Notice of Grant Award.*

**PERFORMANCE PROGRESS REPORT
 COVER PAGE
 PERSONAL RESPONSIBILITY EDUCATION PROGRAM**

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant Number	3a. DUNS	
		3b. EIN	
4. Recipient Organization (Name and complete address including zip code)		5. Recipient Identifying Number or Account Number	
6. Project/Grant Period Start Date: (Month, Day, Year) End Date: (Month, Day, Year)	7. Reporting Period End Date (Month, Day, Year)	8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input type="checkbox"/> quarterly <input type="checkbox"/> other (If other, describe: _____) _____	
10. Performance Narrative			
11. Other Attachments (attach other documents as needed or as instructed by the awarding Federal Agency)			
12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.			
12a. Typed or Printed Name and Title of Authorized Certifying Official		12c. Telephone (area code, number and extension)	
		12d. Email Address	
12b. Signature of Authorized Certifying Official		12e. Date Report Submitted (Month, Day, Year)	
		13. Agency use only	

**PERFORMANCE PROGRESS REPORT
COVER PAGE
PERSONAL RESPONSIBILITY EDUCATION PROGRAM
INSTRUCTIONS**

Item	Data Elements	Instructions
1.	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a.	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b.	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	Recipient Organization	Enter the name of recipient organization and address, including zip code.
5.	Recipient Account Number or Account Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	Project/Grant Period	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period.
7.	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31 and 9/30;. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
8.	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9.	Report or Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10.	Performance Narrative	Leave blank and complete Form PREP Program Indicators
11.	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency. (See Attached Sample Program Indicators Chart on pages 9 and 10)

OMB Control No: 0970-0380

**PERFORMANCE PROGRESS REPORT
PROGRAM INDICATORS
PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)**

			Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant Number	3a. DUNS		4. Reporting Period End Date (MM/DD/YYYY)
		3b. EIN		

Program Indicators			
(1) Item	(2) Activity Description	(3) Indicator	(4) Explanation
B-01	Major activities and accomplishments during this period		
B-02	Describe any challenges related to the areas addressed in item B-01		
B-03	Significant Observations		
B-04	Organizational Issues		
B-05	Technical assistance and Training		
B-06	Activities planned for next reporting period		

**PERFORMANCE PROGRESS REPORT
PROGRAM INDICATORS
PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)
INSTRUCTIONS**

Schedule

Submit the original progress report to the Office of Grants Management, Division of Mandatory Grants, and a copy to the Program Office through the Online Data Collection (OLDC) system. Reports are due 30 days after the end of the second and fourth quarter of the budget period (every 6 months).

A FINAL PROGRAM REPORT IS DUE 90 DAYS AFTER THE PROJECT PERIOD END DATE.

Item	Data Elements	Instructions
1	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	Reporting Period End Date	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
Program Indicators		
B-01(4)	Major activities and accomplishments during this period	<p>Recommend attachment of updated project task charts from approved grant application, project work plan and/or Sample Program Indicators Chart (Attachment 1, page 9) with this section. Describe any draft/final products related to the project. Include the following:</p> <ul style="list-style-type: none"> a. Sub-awardees: Provide a description of the each sub-awardees' activities and accomplishments. b. Participants: Provide a description of activities related to recruitment, retention and follow-up with program participants. c. Fidelity and Adaptations: Describe the process and tools used to monitor fidelity and provide a discussion of any adaptations to the curriculum/a being implemented. d. Evaluation and Data: Provide a description of all evaluation activities. e. Adulthood Preparation Subjects: Describe how the adulthood preparation subjects have been incorporated in your program. f. Collaboration/Partners: Describe any new or established partnerships or collaborative efforts. g. Training: Describe any training activities for State PREP staff and sub-awardees' staff. h. Other Major Activities or Accomplishments <p>Provide updates on level of participation as charted in Attachment 2 on page 10 of this document.</p>

		<p>Submit any relevant forms/documents (i.e., fidelity monitoring, evaluation survey, MOUs) to your Project Officer.</p> <p>*Information in B-01 may be documented via chart format. The chart may be uploaded through the OLDC system. See attached sample format on pages 9 and 10.</p>
B-02(4)	Describe any challenges related to the areas addressed in Item B-01	<p>Describe any deviations or departures from the original project plan including actual/anticipated delays in task completion dates, and unique problems encountered or expected. Use this report section to advise Project Officer and Grants Management Specialist of resolution or actions taken to resolve the challenges presented during the reporting period. Report on challenges related to the following (if applicable):</p> <ol style="list-style-type: none"> a. Sub-awardees b. Participants c. Fidelity and Adaptations d. Evaluation and Data e. Adulthood Preparation Subjects f. Collaboration/Partners g. Training h. Other <p>*Information in B-01 and B-02 may be documented via chart format. The chart may be uploaded through the OLDC system. See attached sample format on page 9.</p>
B-03(4)	Significant observations	<p>List the type and number of services accessed by target population, the number of youth serviced in each community and other relevant project data. Include demographic information about youth (and parent/guardian) served including race/ethnicity, gender, and age. Also identify if youth served are those most vulnerable for pregnancies (youth in or aging out of foster care, homeless/runaway youth, youth with HIV/AIDS, and pregnant/parenting youth). Describe any significant discrepancies between the number of youth targeted in your state plan to the actual number of youth served. Please list or chart information by sub-awardee. See attached sample format on page 10.</p>
B-04(4)	Organizational Issues	<p>Briefly describe any organizational (i.e. staffing and personnel, policy and procedures) and planning team issues that affected the management of the grant during the reporting period. Include a description/update of the staffing pattern for the PREP program.</p>
B-05(4)	Technical Assistance and Training	<p>Describe any issues, functions, or processes that your organization needs addressed through technical assistance, training, national conferences or on-site visits.</p>
B-06(4)	Activities planned for next reporting period	<p>Briefly describe.</p>

**Personal Responsibility Education Program
 SAMPLE PROGRAM INDICATORS CHART
 Attachment 1**

Grantee:

Grant:

Activity Period:

	ACTIVITIES	ACCOMPLISHMENTS	CHALLENGES
Sub-awardees			
Participants (by Sub-awardee/Site)			
Fidelity Monitoring and Adaptation			
Evaluation and Data			
Adulthood Preparation Subjects			
Training			
Collaboration/Partners			
Other Major Activities/Accomplishments			

**Personal Responsibility Education Program
SAMPLE PROGRAM INDICATORS CHART
Attachment 2**

Grantee:

Grant:

Activity Period:

Participant Data

Subawardee/Site or Implementation Provider	Total # Initiated	Total # Completed	# Male	# Female	# Ages 10 to 14	# Ages 15 to 19	# Age 20	# Pregnant and Parenting	#JJ	#FC	#RHY	#LGBT

Grant Application Budget Guidance

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

The form can be found at this URL: http://www.acf.hhs.gov/grants/grants_resources.html

Budget and Budget Narrative Documents

1. Budget – This should be in a spreadsheet or table format. Both the Federal and non-Federal budget items should be clearly marked. The budget should reflect the budget cost categories outlined in SF-424A (i.e. personnel, benefits, travel, equipment, supplies, contractual, other, and indirect costs) and identify all line items within each category. Grantees should provide a specific itemization of the budget.

2. Budget Narrative – The grantee should provide a justification supporting the need to allocate funds for items in the spreadsheet or table format of the itemized budget. The justification should provide a clear description of how the budget items directly relate to the completion of project activities. In the contractual category, indicate if the sub-award was awarded competitively or non-competitively. If the sub-award is a sole source/non-competitive award, provide a brief explanation of the rationale for the selection of the sub-awardee(s).

Budget Categories

The components of the budget and budget narrative are the line item categories and the type of funding (Federal and non-Federal share), as indicated below:

- 1) Personnel – Salaries of staff performing tasks directly related to the project.
- 2) Fringe Benefits – The amount paid by an employer to cover non-wage benefits. This includes (but is not limited to) health insurance, disability insurance, retirement, pensions, life insurance, and dental insurance.
- 3) Travel – Lodging, transportation and per diem costs for out of town meetings and conferences for salaried personnel only (not consultants or contractors).
- 4) Equipment – Tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
- 5) Supplies – All personal property excluding equipment, such as office supplies.
- 6) Contractual – Costs of subcontracts for services and goods except for trainer and consultant costs, which should be indicated in the “Other” category. Subgrants and subawards are contracts, as they require another entity to provide services to meet the scope of work as indicated in the funding opportunity announcement.
- 7) Construction – A project, funded through a discretionary grant or a cooperative agreement, to support the initial building, renovation or large scale modernization or permanent improvement of a facility. Construction costs are not allowed in most FYSB discretionary grants.
- 8) Other – Such costs, where applicable and appropriate, may include but are not limited to insurance, food, professional services costs (consultants), space and equipment rentals, printing and publication, computer use, training costs, tuition and stipends, staff development costs, furniture, fuel, program supplies, local travel, accounting, evaluation, and administrative costs.
- 9) Total Direct Charges – The costs that can be specifically identified with a particular project, program, or activity.
- 10) Indirect Costs – Costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, program, or activity but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, administrative salaries, etc. An ***Indirect Cost Rate Agreement*** provided by a Federal government agency establishes the percentage of the organization’s total costs to its direct cost base.

Indirect Cost Rate Agreement

Website for requesting instruction on how to obtain an Indirect Cost Rate: <http://rates.psc.gov/>

Website of contacts for assistance in obtaining an Indirect Cost Rate Agreement:

<http://rates.psc.gov/fms/dca/map1.html>

Sample Format for Itemized Budget

(Note: This is only a sample. The exact formatting is not required.)

Categories of Funding	Federal Funding	Non-Federal Funding (if applicable)
Personnel		
Position 1 (FTE .50) Salary \$50,000	\$25,000.00	
Position 2 (FTE 1.0) Salary \$45,000	\$45,000.00	
Personnel Total	\$70,000.00	
Fringe Benefits		
Social Security (6%)	\$3,000.00	
Medicare (5%)	\$2,000.00	
Health Insurance (3%)	\$1,000.00	
Fringe Benefits total	\$6,000.00	
Travel		
Annual Meeting		
Hotel 3 night* 3 staff *\$150 per night	\$1,350.00	
Flight \$250.00 RT * 3 staff	\$750.00	
Ground Transportation \$20 RT *3	\$60.00	
Meals/IE \$70 per diem *3 days *3 staff	\$630.00	
Travel Total	\$2,790.00	
Equipment		
Equipment Total	\$0.00	
Supplies		
Videos 3 * 55.00/each	\$165.00	
Supplies Total	\$165.00	
Contractual		
A Research Co. 3 studies @ \$6000 ea.	\$18,000.00	
Contractual Total	\$18,000.00	
Other	\$0.00	
Other Total		
Indirect Costs	\$0.00	
Indirect Costs Total		
Total Project Budget	\$96,955.00	

State PREP Budget Periods

	FY2010	FY2011	FY 2012	FY2013	FY2014
Federal Budget Periods	9/30/2010 to 9/29/2011	9/30/2011 to 9/29/2012	9/30/2012 to 9/29/2013	9/30/2013 to 9/29/2014	9/30/2014 to 9/29/2015
Obligate by	9/30/2012	9/30/2013	9/30/2014	9/30/2015	9/30/2016
Liquidate by	12/30/2012	12/30/2013	12/30/2014	12/30/2015	12/30/2016

IMPORTANT NOTES:

- All reports must be signed by your **Authorized Representative** as named in your original grant application.
- Please include your grant number on all official documents: **1001(your state abbreviation)PREP**
- Any documents that are mailed to your Grant Specialist should be sent to Nathaniel Morris West.
Office of Grants Management
Division of Mandatory Grants
Administration for Children and Families
ATTN: Personal Responsibility Education Program
370 L'Enfant Promenade, S.W., 6th Floor East
Washington, D.C. 20447
Contact: Nathaniel Morris West
E-mail: nathaniel.west@acf.hhs.gov
Phone: (202) 401-1230 Fax: (202) 401-5644
- Any documents that are mailed to your Project Officer should be sent to:
(Name of Project Officer)
Administration for Children and Families
Administration on Children, Youth and Families
Family and Youth Services Bureau
ATTN: Personal Responsibility Education Program
1250 Maryland Ave. SW, Suite 8000
Washington, DC 20024

Regional Distribution of Grantees

Mid-West	East
1. Iowa	1. Connecticut
2. Idaho	2. Delaware
3. Kansas	3. Maine
4. Illinois	4. Massachusetts
5. <i>Indiana*</i>	5. Maryland
6. Michigan	6. New Hampshire
7. Minnesota	7. New Jersey
8. Missouri	8. New York
9. Montana	9. Ohio
10. Nebraska	10. Pennsylvania
11. Oklahoma	11. Rhode Island
12. South Dakota	12. Vermont
13. Wisconsin	13. District of Columbia
14. Wyoming	14. <i>Virginia*</i>
15. <i>North Dakota*</i>	
16. <i>Texas*</i>	
West	South
1. Alaska	1. Alabama
2. Arizona	2. Arkansas
3. California	3. <i>Florida*</i>
4. Colorado	4. Georgia
5. Hawaii	5. Kentucky
6. Nevada	6. Louisiana
7. New Mexico	7. Mississippi
8. Oregon	8. North Carolina
9. Utah	9. South Carolina
10. Washington	10. Tennessee
11. Federated States of Micronesia	11. West Virginia
12. <i>American Samoa*</i>	12. Puerto Rico
13. <i>Marshall Islands*</i>	13. Virgin Islands
14. <i>Northern Mariana Islands*</i>	14. <i>Guam*</i>
15. <i>Palau*</i>	

**States and territories that are in italics did not apply for FY2010 or 2011 PREP funding.*