



ADMINISTRATION FOR CHILDREN AND FAMILIES
FAMILY AND YOUTH SERVICES BUREAU



TEEN PREGNANCY PREVENTION DIVISION

Personal Responsibility Education Program
Innovative Strategies (PREIS)

GRANT ADMINISTRATION GUIDANCE

September 2011

(Replacement of May 2011 Guidance Document)



Teen Pregnancy Prevention Program GRANT ADMINISTRATION GUIDANCE

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

***Personal Responsibility Education Program
Innovative Strategies (PREIS)***

Grant Administration Guidance

1. Budget Revision Request

A grantee initiates the Budget Revision process by formally requesting that the Office of Grants Management (OGM) reallocate funds among the line-item cost categories of the grant. Requests must be initiated not less than 30 days prior to the end of the budget period for which the grantee is requesting the revision (45 CFR 74.25). Grantees are required to report deviations from budget and program plans and to request prior approvals for budget and program plan revisions, in accordance with 45 CFR 74.25. Report any modifications of the budget and program activities as outlined in the original application.

General requirements for requesting a budget revision are as follows:

- Written prior approval is necessary for:
 - Extension of budget and/or project period
 - Change in scope of work or objectives of the project (even if the budget does not change)
 - Change in the Project Director (PD), Principle Investigator (PI), or other key personnel specified in the grant application
 - Absence for more than 3 months or 25% reduction in time devoted to the project by the PD or PI
 - Foreign Travel
 - Transfer of Training Funds
- Same rules apply to sub-grantees!

The following documents must be submitted by the grantee to request a budget revision:

- Cover Letter Signed by Authorizing Official
 - Clearly indicate that the funds will be used to complete activities that have already been approved in cases when the grantee is writing to inform ACF

- of a budget revision that does not require prior approval (45 CFR 74.25(c) (1)).
- Clearly indicate the proposed activities in cases when the grantee is writing to request a budget revision that includes a change in scope of activities.
- Provide the amount of the request as indicated in a description of the line items affected by the revision.
- Include the signature of the Authorized Representative of the organization.
- SF-424A – Complete the form in its entirety.
- Budget and Budget Narrative:
 - The Budget should be in a spreadsheet or table format. Both the federal and non-federal budget items should be clearly marked. When making your budget, reflect the budget categories outlined in SF-424A (i.e. Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
 - The Budget Narrative is a justification supporting the need to expend funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall completion and success of the project.

2. Carryover Request

A Carryover request is required to receive approval for unobligated balances to be carried forward to any subsequent budget period within the project period. Carryovers cannot be completed in the final budget period of a grant. (See no-cost extension process if grantee's request is for funds not liquidated at the end of the budget period.) It is advisable for requests to be made 30 days after a budget period ends or any time after the submission of the final SF-425 that allows time for funds to be expended. Unobligated balances of funds cannot be carried forward to perform new work or new tasks. The carryover funding must be utilized to complete unmet objectives from the previous year.

Grantees are to submit the following documents for a carryover request:

- Cover Letter
 - Provide the amount of the requested carryover. Include unexpended federal funds as well as any non-federal matching funds that were not committed during the budget year. Only include the amount you are requesting to carry over.; Clearly indicate that the funds will be used to complete activities which were approved, but not completed by end the current or previous budget year.
- SF-424A – Complete the form in its entirety, giving special attention to the following:
 - Including only the carryover request
 - Section A - columns a, b, e, f, and g
 - Section B - columns 1 (federal), 2 (non-federal), and 5 (total)

- Budget and Budget Narrative:
 - The Budget should be in a spreadsheet or table format. Both the federal and non-federal budget items should be clearly marked. When making your budget, reflect the budget categories outlined in SF-424A (i.e. Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
 - The Budget Narrative is a justification supporting the need to expend funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall completion and success of the project.
- Copy of Final Standard Form 424 Federal Financial Report SF-425 Tutorial <http://www.acf.hhs.gov/programs/fysb/content/forms/tutorials.htm>

3. Non-Competing Continuation Request

The Non-Competing Continuation application is required in order to obligate grant funds for each new budget year of the project and to ensure that proposed programmatic activities are consistent with the scope of the program announcement. Awards are based upon appropriate performance/progress and availability of funds.

The grantee is to submit a Non-Competing Continuation packet that includes the following documents.

- SF-424 Application for Federal Assistance
 - Make sure grant award number is listed in the “Federal Identifier” block. Grant award number can be found in the upper right corner of the enclosed letter.
 - Make sure “Applicant Information” is current and accurate, including DUNS number. Project contact should be the person responsible for the day-to-day operations and overall success of the project.
 - Check “continuation” in Block 2.
 - Indicate in Block 19 whether or not your continuation application was reviewed in accordance with the intergovernmental review process.
 - Block 18 must include your federal and non-federal sources of funding.
 - Make sure the entire form is completed, signed, and dated.
- SF-424A Budget Information – Non-Construction Programs
 - In Section A, column (e) – indicate federal costs in each applicable object class category. In column (f) indicate non-federal costs in each applicable object class category. In column (g) indicate the total.
 - In Section F, Line 22, state the type of indirect cost rate (e.g., provisional, fixed, etc) and provide computation (i.e., base X rate = total indirect expense).
- SF-424B Assurances – Non-Construction Programs
- Lobbying Certification – If Applicable
- SF-P/PSL Project/Performance Site Location
- Program Narrative
- Budget and Budget Narrative:

- The Budget should be in a spreadsheet or table format. Both the federal and non-federal budget items should be clearly marked. When making your budget, reflect the budget categories outlined in SF-424A (i.e. Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
- The Budget Narrative is a justification supporting the need to expend funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall completion and success of the project.

3. No-Cost Extension Request

The No-Cost Extension request is allowed in order for a grantee to complete prior approved project activities beyond the project period. No-cost extension requests are usually for a period of up to 12 months based on a need to provide continuity of project or program activities while a competing continuation application is being reviewed or to permit orderly phase-out of activities for which there will be no further FYSB support. The no-cost extension does not authorize additional spending beyond the purposes consistent with the original award. The request must specify the proposed revised ending date and must include justification for the extension requested. No-cost extensions can run concurrently with “new” awards, but separate tracking must be maintained by the grantee and Program Specialist.

General requirements for No-Cost Extensions are:

- Normally requested to complete activities of the grant.
- Requests must be in prior to the end of the Project Period.
- No-Cost Extensions are not permitted to merely use unobligated balances.
- Requests are one-time extensions of the expiration date by up to 12 months.
- You must provide a “letter of justification” providing us with the time needed for the No-Cost Extension signed by the Authorized Representative (person who signed SF-424)
- May not permit any budget changes in a recipient’s award that caused any FEDERAL APPROPRIATION to be used for purposes other than those consistent with the original award/purpose of the authorization and appropriation.

The grantee is to submit a justification letter for the no-cost extension to the Office of Grants Management (OGM) and a copy to the Program Specialist 45 days prior to the end of the project period. The letter must include the following:

- Description of the incomplete objectives/activities that were previously approved but will not be completed by midnight on the project period end date. **Note:** New activities that were not previously a part of the approved grant application and most current continuation applications may not be included in the no-cost extension request.
- The number of additional months and the new end date requested for the extended project period.

- Explanation of why the project activities were not completed within the approved budget period. The explanation should include a reference to incomplete activities as stated in the most current continuation application.
Signature of the Authorized Representative of the organization.

5. Performance Progress Report

Grantees will report annual progress using the Performance Progress Report templates below and the Financial Status Report (SF-425). The reports must be submitted by October 30th of each funding year. Submissions of all required reports may be electronic or in hard copy per the instruction of the TPP Project Officer. Failure to make timely submissions of these reports could affect future funding.

The following is required in the Performance Progress Report:

- Performance Progress Report Cover Sheet
- Performance Progress Report Program Indicators
 - Major activities and accomplishments during this period
 - Description of any challenges related to the areas addressed activities and accomplishments
 - Significant observations, findings, and events
 - Organizational issues
 - Training and Technical Assistance Needs
 - Activities planned for next reporting period

Note: Template forms can be found on pages 8 through 14 of this document.

6. Financial Status Report

The grantee shall submit an annual Financial Status Report no later than 90 days after the end of the applicable 12 month period and failure to submit these timely could affect future funding. The financial information is reported on the SF-425. More specific information on this how to submit this report will be provided by FYSB at a later date. The SF-425 replaces the SF-269 form. Grantees should not complete items 10.a and 10 c on the form. A hard copy of the SF-425 is to be mailed to the ACF Office of Grants Management and FYSB at the addresses indicated on page 7 of this guidance document.

Federal Forms Link: <http://www.acf.hhs.gov/programs/ofs/grants/>

SF-425 Tutorial <http://www.acf.hhs.gov/programs/fysb/content/forms/tutorials.htm>

Below is a chart that indicates the budget periods and final obligation and liquidation dates for PREIS grant funding:

	FY2010	FY2011	FY 2012	FY2013	FY2014
Budget Period	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	9/30/2011	9/30/2012	9/30/2013	9/30/2014	9/30/2015
Liquidate by	12/30/2011	12/30/2012	12/30/2013	12/30/2014	12/30/2015

Hard copies of grant requests are to be mailed to the assigned grant specialist and project officer as indicated below:

Office of Grants Management - Grant Specialist

Mary Alexander
 Grants Specialist
 Office of Grants Management
 Administration for Children and Families
 370 L'Enfant Promenade, SW
 6th Floor, East
 Washington, DC 20447

Family and Youth Services Bureau - Project Officer

(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 Innovative Strategies
 1250 Maryland Ave. SW, Suite 8000
 Washington, DC 20024

**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 <i>(attach other documents as needed or as instructed by the awarding Federal Agency)</i>			
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 7 and 8)

**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 (Attachments 1 and 2, pp 7 -8) 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. Collaboration/Partners: Describe any new or established partnerships or collaborative efforts. f. Training: Describe any training activities for State PREP staff and sub-awardees' staff. g. Other Major Activities or Accomplishments <p>Provide updates on level of participation as charted in Attachment 2</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 7 and 8.</p>
B-02(4)	Challenges	<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. Grantee/Sub-awardees b. Participants c. Fidelity and Adaptations d. Evaluation and Data e. Collaboration/Partners f. Training g. 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 7.</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 work plan to the actual number of youth served. Please list or chart information by sub-awardee, if applicable.</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 Innovative Strategies (PREIS)
 SAMPLE PROGRAM INDICATORS CHART
 Attachment 1**

Grantee:

Grant:

Activity Period:

	ACTIVITIES	ACCOMPLISHMENTS	CHALLENGES
Sites			
Participants (By Sites)			
Fidelity Monitoring and Adaptation			
Evaluation and Data			
Training			
Collaboration/Partners			
Other Major Activities/Accomplishments			

**Personal Responsibility Education Program Innovative Strategies (PREIS)
 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

Fidelity Monitoring

The chart below indicates the documentation to be collected and managed for the PREIS project.

Fidelity Monitoring Process					
Activity	Responsible Person(s)	Data Collection Tool	Frequency of Activity	Performance Measure to be reported to ACYF/OAH	Frequency of Submission of Aggregate Performance Measure Data to ACYF/OAH
Complete <i>Fidelity Monitoring Form</i> and <i>Attendance Log</i>	Facilitators	<ul style="list-style-type: none"> Fidelity Monitoring Form Attendance Log 	After each session		
Review fidelity forms submitted by facilitators and observers; provide feedback for program improvement	Supervisors/ Designee	<ul style="list-style-type: none"> Fidelity Monitoring Log Attendance Log Program Observation Log 	Suggested: Weekly or Bi-weekly		
Complete <i>Program Observation Form for TPP Grantees</i> and <i>Fidelity Monitoring Form</i> (inter-rater reliability)	Observers	<ul style="list-style-type: none"> Fidelity Monitoring Form Program Observation Form for TPP Grantees 	10% of each facilitators sessions		

- Grantee Fidelity Monitoring Planning Activities**
- Obtain from curriculum developer or create (as applicable) **Fidelity Monitoring Form** for facilitators
 - Develop **Fidelity Monitoring Plan** and submit to ACYF/OAH Project Officer for review and approval
 - Monitor and log the facilitators and observers timely completion and submission of required fidelity forms
 - Train facilitators on how to complete the **Fidelity Monitoring Form**
 - Train observers on how to complete the **Fidelity Monitoring Form** and **Program Observation Form for TPP Grantees**
 - Complete Fidelity Process Report Form for TPP Grantees

Grantee

Before implementation of project

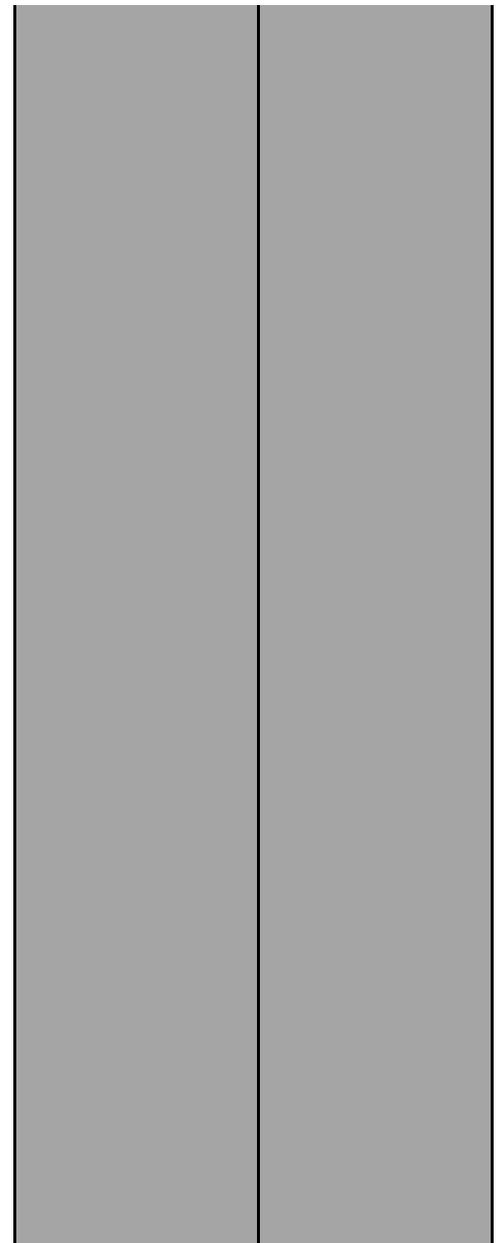
By August 31, 2011

Weekly/Monthly/Ongoing

Ongoing

Ongoing

Annually



Submit aggregate fidelity data to ACYF Project Officer (performance measurement database)	Grantee	Fidelity Monitoring Form and Attendance Log		% of sessions implemented	Semi-Annually
		Fidelity Monitoring Log		% of activities completed, based on facilitator self-assessment	Semi-Annually
		Fidelity Monitoring Log		% of activities completed based upon observation	Semi-Annually
		Program Observation Form for TPP Grantees		% of observed sessions that score 4 or higher on a 5-point scale of overall quality	Semi-Annually
		Fidelity Process Report Form		Score on the report	Annually
Submit aggregate dosage/adherence data to ACYF/OAH Project Officer (performance measurement database)	Grantee	Attendance Logs		Median % of total intended program sessions received by youth	Semi-Annually
		Attendance Logs		% of youth that receive at least 75% of intended program sessions	Semi-Annually

**Personal Responsibility Education Program Innovative Strategies (PREIS)
Grantee Reporting Requirements Timeline**

Due Date	Report/Event	Project Period Covered	Submission Method
Ongoing	Curriculum for Medical Accuracy Review	N/A	<ul style="list-style-type: none"> • Mail a copy to Project Officer
October 31, 2011	Annual Program Progress Report	9/30/2010-9/29/2011	<ul style="list-style-type: none"> • Submit via OLDC
November 7-8, 2011	West Regional Training (Texas)		
November 16 – 17, 2011	East Regional Training (Baltimore)		
December 30, 2011	Annual Financial Status Report (SF-425)	9/30/2010-9/29/2011	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist
March 12-14, 2012	Annual Conference		
April 2012	Continuation Application for Year 3	9/30/2012 to 9/29/2013	<ul style="list-style-type: none"> • Submit via grants.gov
October 30, 2012	Annual Program Progress Report	9/30/2012 to 9/29/2013	<ul style="list-style-type: none"> • Submit via OLDC
December 30, 2012	Annual Financial Status Report (SF-425)	9/30/2012 to 9/29/2013	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist
Spring 2013	Annual Conference		
April 2013	Continuation Application for Year 4	9/30/2013 to 9/29/2014	<ul style="list-style-type: none"> • Submit via grants.gov
October 30, 2013	Annual Program Progress Report	9/30/2013 to 9/29/2014	<ul style="list-style-type: none"> • Submit via OLDC
December 30, 2013	Annual Financial Status Report (SF-425)	9/30/2013 to 9/29/2014	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist

Spring 2013	Annual Conference		
April 2013	Continuation Application for Year 5	9/30/2014 to 9/29/2015	<ul style="list-style-type: none"> • Submit via grants.gov
October 30, 2014	Annual Program Progress Report	9/30/2014 to 9/29/2015	<ul style="list-style-type: none"> • Submit via OLDC
December 30, 2014	Annual Financial Status Report (SF-425)	9/30/2014 to 9/29/2015	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist
Spring 2015	Annual Conference		
April 2013	Continuation Application for Year 4	9/30/2013 to 9/29/2014	<ul style="list-style-type: none"> • Submit via grants.gov
October 30, 2015	Annual Program Progress Report	9/30/2014 to 3/30/2015	<ul style="list-style-type: none"> • Submit via OLDC
December 30, 2015	Annual Financial Status Report (SF-425)	9/30/2014 to 3/29/2015	<ul style="list-style-type: none"> • Complete in OLDC • Submit copy to Project Officer and Grant Specialist

Note: The reports must be signed by your **Authorized Representative** as named in your current grant application.

- Any documents that are mailed to your Grant Specialist should be sent to:
Name of Grant Specialist
Office of Grants Management
Division of Mandatory Grants
Administration for Children and Families
370 L'Enfant Promenade, S.W., 6th Floor East
Washington, D.C. 20447
Contact: Mary Alexander
E-mail: Mary.alexander@acf.hhs.gov
Phone: (202) 205-8549
- 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