

Personal Responsibility Education Program Innovative Strategies (PREIS)

Transcript of New Grantee Orientation Webinar

Friday, November 19, 2010

Ms. LeBretia White: Again, welcome. It is our expectation that the webinar will answer many questions and concerns that you as grantees will have. Additionally, every attempt will be made to answer questions posed by participants at the conclusion of the webinar that are not specific to an individual grantee's application or your grant award.

Questions may be typed in at anytime during the webinar. Please be reminded that grantees will not have access to make audible comments during the presentation this morning.

The agenda for today's call. Welcome and Introductions. You've been welcomed. We'll have introductions shortly. Overview of ACF/FYSB (Family and Youth Services Bureau). Overview of PREP Innovative Strategies Program Requirements and Grantees. Contractor Support and Resources.

For the Introduction of Federal Staff that are participating in today's call. Again, I am LeBretia White. My title is Program Analyst, but I also serve as Project Officer for the PREP Innovative Strategies Grant Program.

Griffin Mulcahey is also a part of today's call. He's a Program Specialist and a backup when I'm not available to respond to grantee questions and concerns.

And also Debbie Powell who is our Acting Associate Commissioner. And she's also wearing another hat, serving as our Division Lead and she's the Acting Associate Commissioner for the Administration on Children Youth and Families as well as the for the subagency Family and Youth Services Bureau.

Congratulations on your awards. And just to share with you the Purpose of Today's Call, it's to provide you some guidance on your grant, the grant processes and your post-award status. Also to address any questions that you have in regards to moving forward with the states. And we have a typo here with post-award state plan. That should really read your phase-in implementation period. I apologize for that. As well as to provide resource and contact information.

Again, to reiterate the federal staff that are part of the PREP innovative strategies program. And an additional person who has not been introduced and will not be participating on today's call, but is very instrumental in the grant process. And that person is Julia Elam. She's your grant specialist.

At this time, I'd like to turn the presentation over to Debbie Powell to provide an overview of ACYF and FYSB.

Ms. Debbie Powell: Good morning, grantees. I am working offsite at a national meeting. And I'm using my Blackberry to communicate and participate with you on this webinar. So I am

hoping that my audio was coming across clearly. I know that you probably have had some introduction to the ACYF and FYSB since receiving your grant award a couple of months ago. I just wanted to give you a brief overview for those of you who may not know exactly where the Family And Youth Services Bureau lies within the agency.

The Administration on Children, Youth, and Families (ACYF), administers the major federal programs that support social services that promote the positive growth and development of children and youth and their families, and also Protective Services and Shelter for Children and Youth in adverse situations and adoption of children with special needs.

And these programs provide financial assistance to states, community based organizations and academic institutions to provide services and carry out research and demonstration activities and undertaking training, technical assistance and information dissemination.

And within ACYF, the FYSB, Family and Youth Services Bureau, lies within. And we are responsible within FYSB for additional programs, the Mentoring Children Of Prisoners Programs, the Runaway and Homeless Youth Program, the Domestic Violence Prevention Services Programs. All of these programs provide national leadership on youth and family issues. And now we also have the pleasure of administering the new Affordable Care Act Program, Personal Responsibility Education and the Abstinence Title V State Mandatory Grants.

And all those programs promote positive outcomes for children, youth, and families by supporting a wide range of comprehensive services and collaborations at the local, Tribal, state, and national levels.

And so, this is just a snapshot of what you're seeing on the screen where FYSB, the Family and Youth Services Bureau, lies within the Department of Health and Human Services, the Administration on Children and Families, our parent organization, and the Administration on Children, Youth and Families, which houses FYSB, the Family and Youth Services bureau and CB, the Children's Bureau, which is the child welfare program.

Next slide please. This is a snapshot of our regions. We don't have regional representation for the federal staff of PREP. But we do have regional representation from grantees throughout the different ten regions.

Next slide. This is just a slide that shows the different states within each region. And this is also on our website. So if you are questioning what region you may lie in, what federal region you may lie in, you can check out the website and it will show you that snapshot.

Next slide. We've somewhat gone over the responsibilities and the role that FYSB plays. Next slide please. This snapshot gives you information about how the funding for the PREP and the abstinence program are divided. You will see that the state PREP, which is a mandatory block grant, is approximately \$55 million. And it authorizes funding to fifty nine States and entities.

The PREP innovative strategies, as you see legislatively authorized \$10 million. There is also a five percent set aside for tribes and tribal organizations. And it's approximately \$3.25

million. The tribal set aside in no way alleviates States' responsibilities for working with tribes and tribal organizations in their State through their state block grant program.

This tribal funding opportunity announcement has not been issued. Legislation requires that we do tribal consultations prior to designing the funding opportunity announcement to get significant input from tribes and tribal organizations. And we have just completed those tribal consultations. And we are now currently putting the FOA design together and anticipate it being on the street in the next month or two.

Next slide, please. Okay. I will turn it back over to the Program Specialist, LeBretia White, to continue with the program requirements for the innovative strategy.

Ms. LeBretia White: Okay. This is LeBretia White again. And the slide that you have before you speaks to features of Teen Pregnancy Prevention initiative. And as you know in reviewing the funding opportunity announcement, there are two funding streams through the funding announcement for TPP. The Office of Adolescent Health and the Family and Youth Services Bureau both have grantees and programs under this particular opportunity.

It's a cooperative effort between the Office of Adolescent Health and FYSB. All of the grantees were awarded cooperative agreements. There's an expectation of fidelity to selected models. Medical accuracy is definitely key to working with the evidence based intervention program.

And evaluation. We will be providing performance measures information to you at a later date. Independent evaluations are expected of grantees as well as there will be a federal evaluation of a subset of awarded grantees.

Additional program requirements. Grantees are expected to implement and test innovative strategies that targets impact on key sexual behavior outcomes and also to show that the proposed intervention is based on some preliminary evidence of effectiveness; a significant adaptation of an evidence-based program; or a new and innovative approach to teenage pregnancy prevention.

The target population is youth ages 10 to 19 and pregnant women and mothers under age 21 and their partners. Also if you review the funding opportunity announcement, it speaks to high risk, vulnerable and culturally under-represented youth populations, including immigrants, Hispanic, African American, or American Indian teenagers, those in foster care or in the adjudication system, males, runaway and homeless teenagers, out of school youth, youth with HIV/AIDS and youth residing in areas with high birthrates for youth.

Priority populations are youth in foster care, homeless youths, teenagers, youth in rural settings, immigrants, school-based populations, racial or ethnic groups and pregnant and parenting women up to age 21.

Teen pregnancy prevention grantees. Again, there's a two-fold breakout based upon the funding opportunity announcement. There were a set of grantees, seventy-five that were awarded through the Office of Adolescent Health through replication of evidence-based

programs and then under the research and demonstration program, 19 grantees were funded by the Office of Adolescent Health and 13 grantees, those of you who are participating on today's call have been funded by the Family and Youth Services Bureau to test innovative approaches to prevent teen pregnancy.

This is a snapshot. We won't review it in detail at this time but just some general information to provide to you as it relates to the teen pregnancy prevention grantees' plans for replication. And the information here is primarily based upon those twenty-eight models that are listed on the Office of Adolescent Health website based on the Kirby study, for evidence-based intervention.

Here we have a list. And we have three slides that address the 13 grantees who were awarded under FYSB. Again, we won't review this in detail. You do have copies of today's slides. And so you can look at it more intently amongst your sites. However, we have each of the 13 grantees listed, as well as the target population based upon your applications that were submitted.

We do understand there may be some tweaking that will occur during the phased in implementation period, as well as the curriculum and/or models, evidence-based models, that you are proposing to replicate or implement during this grant project period.

So we have Big Brothers Big Sisters of Northern Nevada, Child and Family Resources, Children's Hospital of Los Angeles, Cicatelli Associates, Demoiselle 2 Femme. I don't speak French, a little Spanish. So, hopefully I didn't slaughter their name.

Education Development Center, Father Flannigan's Boys Home, Lighthouse Outreach, Inc., Ohio Health Research and Innovation Institute, the Oklahoma Institute for Child Advocacy, Philadelphia Health Management Corporation, Teen Outreach Pregnancy Services and the Village for Families and Children, Inc. So these are our 13 grantees.

Again, all grantees were awarded cooperative agreements. And it's a form of a grant. And this type of grant, cooperative agreements, are grants that include substantial programmatic involvement from Federal staff. Some examples might include regular communication between the grantee and the assigned project officer, training opportunities and technical assistance which you will receive a great deal of in the coming months. Review of materials for medical accuracy and that review will begin shortly; also we have a slide that will address that. Project officer review of planning period deliverables as well.

Just to provide you a reference, you do have access to the grant's policy statement, which is a Health and Human Services document that speaks to cooperative grants and other discretionary grants as far as the guidelines as it relates to making those types of awards. And this is just a snapshot of a general description or definition of cooperative agreements.

And again, it's an alternative assistance instrument to be used in lieu of a grant whenever substantial Federal involvement with the recipient during performance is anticipated. And so again, with the cooperative agreement there will be a lot of interaction between FYSB, our contractors and the grantees.

Monitoring cooperative agreements. Roles and responsibilities. FYSB has a role in the form of the Project Officer as well as the Grant Management Office. And also, as far as the notice of grant awards, we're responsible for making certain that those official documents are made available and including any special terms and conditions as well as contact information.

I'm going to ask Griffin Mulcahey if he can help out with some of those slides as you can probably tell I'm struggling with the cough.

Mr. Griffin Mulcahey: How are you doing? This is Griffin Mulcahey. As LeBretia said earlier, I'm a Project Specialist for Teen Pregnancy Prevention. We're going to go over the year one expectations for the grant. The grantees are expected to participate in a monthly call with LeBretia for the first six months, then bi-monthly for the remainder of the project period.

At that time, you're expected to bring up any issues, challenges or problems. And you can address those in email or phone at any time to the project officer. Participate in onsite visits and annual conferences, submit all your annual reports on time and use grant numbers and grantee organization names in all official correspondence.

On to project development. FYSB and the Office of Adolescent Health will help you develop a strong project which includes strong planning period, to provide technical assistance, site visits, reporting requirements and again the annual conference.

Your planning period milestones for the grantees to achieve are hiring key staff, complete needs assessments, submit a work plan, submit an implementation plan, submit curricula for medical accuracy review, obtain training for staff and intervention, finalize partnerships with MOUs, describe plan for documenting the intervention, receive approval for evaluation plan, develop and complete a pilot test and submit a list of proposed adaptation.

The planning period deliverables. The grantees must submit the following items to us here at FYSB for review and approval. Your implementation plan, your revised work plan, adaptation programs or other curriculum, any materials for medical accuracy and an evaluation plan if applicable. FYSB will notify all grantees via letter once approved for full implementation.

Ms. LeBretia White: And I just want to reiterate here, you should adhere to what's stated in the funding opportunity announcement as it relates to activities that can occur during the phase in implementation planning period. But full implementation of projects should not begin until you have been notified by FYSB to move forward with full implementation.

Mr. Griffin Mulcahey: For technical assistance, the ongoing technical assistance will be provided by the project officers here at FYSB. We'll assist with technical assistance webinars and net conferences such as today. Additional evaluation, technical assistance will be provided throughout the project, as well as E-learning models, individual and group technical assistance, as well as meetings and conferences.

As far as the site visits are concerned, periodic site visits will be conducted. The project officer and the grant management specialist may visit the project as needed. There will be a formal agenda for when the project officer will visit. The visit's purpose is to assure that the project is

in compliance with the terms and conditions of the announcement and with the authorizing legislation. Additionally, we'll discuss the project's development and observe how the project is going during implementation, and to provide programmatic financial evaluative guidance, and ascertain what additional technical assistance areas are needed.

You're expected to submit annual reports. You need to submit a continuation application, annual progress report, financial status report. And the continuation application is due May the 31st, 2011. That will include your Year Two work plan and budget, guidance and templates will be sent to you before you submit the continuation application.

Ms. LeBretia White: I'll try to pick up here. Thank you, Griffin. As it relates to medical accuracy, the process for review will involve the following steps. Grantees are to submit the program materials to the FYSB Project Officer, which is myself. FYSB reviewers will assess the materials. And the grantee will receive a written report once the assessment is complete. Grantees should submit the materials to the Project Officer in advance of the pilot test, and should again discuss timing with their Project Officer.

We will get to some other information as far as guidance documents to you a little later. But just to let you know at this point, the submission of documents for medical accuracy, those documents can begin to be submitted to me January 10th and you have a period of two weeks to get those documents in between January 10th and January 21st of 2011.

The Phased-In Implementation Period. Grantees should be engaging in planning, piloting and readiness during the first 6 to 12 months of the first budget year. There are some questions about whether or not or what the timeframe should actually be. It's dependent upon the progress of each individual grantee. Some grantees may be ready after six, some nine, some twelve. You should continue to assess needs and resources, finalize goals and objectives as it relates to making modifications to the logic model. Assess Program Fit. Does it fit? What's the program fit for the population that you have proposed to serve? Build organizational capacity, finalize implementation plans and again pilot program implementation.

The evaluation and performance measurement information that we're providing for the Federal evaluation will occur for a subset of those funded grantees for the PREP innovative strategies. Not all grantees will participate in the rigorous Federal evaluation. However, the grantee-level evaluations are expected and grantees will receive Federal training, technical assistance and oversight. We'll be supporting you in those efforts.

Grantees should report on program implementation and outcomes through performance measures. There are five broad categories, output measures, fidelity and adaptation, implementation and capacity building, outcome measures and community data. We will be providing additional information on how you report performance measures closer to the end of this first budget year or the project period. So that information will follow.

Another slide regarding evaluation. All of the teen pregnancy prevention grantees will have to report out on performance measures. And there's an expectation for fidelity monitoring to ensure that the core components of the model selected are adhered to in implementation.

All demonstration projects as far as the grantee-level evaluation is required, just reiterating that. The evaluation plan must be approved. And we will provide that approval in writing. And 50 percent of evaluation funds should be restricted prior to approval of your evaluation plan.

The annual grantee conference. Three staff are required to attend the conference. The Project Director, Evaluator and one additional staff. Expenses for the conference should have been allocated in your budget. The conference will provide an opportunity to network with other projects, face-to-face time with project officers. Grantees will be able to learn about FYSB news as well as Office of Adolescence Health business because we do have a Federal partnership; as we move forward in this project.

Learn strategies and information based on evidenced-based findings in the field. We do want to make you aware that we now have a date and a venue location for the first conference. It will be held February 7, 8 and 9th of 2011 here in D.C. You will be receiving additional information in the very near future on how to register for that conference and make your lodging arrangements.

Teen pregnancy prevention activities with contractor support. Here you have a list of each of the areas where the Office of Adolescent Health and FYSB will be supporting grantees in this project process. Annual conferences, the contractor is JBS International. General training and technical assistance; again the contractor is JBS International.

For medical accuracy review, the contractor is Pal-Tech. For performance measures, the contractor is the Research Triangle Institute International. For evaluation training and technical assistance, the contractor is Mathematica Policy Research. We also want to make you aware that additional information and resources are available regarding the project on the FYSB and Office of Adolescent Health websites..

Mr. Griffin Mulcahey: All right. So, at this time, we're going to take a look at some of the questions that you all typed in, hopefully addressing as many as we can before we continue on with the remainder of the presentation. Please remain here while we pull up the question box.

The first question is, will there be a face-to-face meeting with all the grantee organizations and ACYF staff in 2011? The answer to that is yes. As LeBretia just mentioned, we plan on having the conference February 7th through 9th here in D.C. and to be following up with more information regarding the specifics of that conference.

The next question is, what were the yellow numbers besides the EBIs on slide 21?

Ms. LeBretia White: The yellow numbers represent the grantees that were awarded the models. The number of grantees who are proposing to utilize those particular models in the implementation of their project.

Mr. Griffin Mulcahey: The next question was asking for a specific topic to be repeated. Unfortunately we do not have the question.

Ms. Debbie Powell: Griffin, excuse me. LeBretia, when you just answered that last question about what the numbers are referencing, are you speaking of the twenty-eight models on the website?

Ms. LeBretia White: Yes, the twenty-eight EBI models on the Office of Adolescence Health's website. Thank you for clarifying that, yes.

Ms. Debbie Powell: And we're referring you to the Office of Adolescence Health website because it is a joint collaboration between OAH and FYSB. But many of these same resources can also be found on our website or linked from our website to other websites.

Ms. LeBretia White: Absolutely.

Mr. Griffin Mulcahey: The next question was from Doris Spears. And she asks, can you repeat your prior statement? We don't know what time in the presentation that happened. So if you want to type back in your specific question, that would be helpful.

The next question is, please explain the restriction of 50 percent of evaluation funds on slide 40.

Ms. LeBretia White: At this point, your funds have been unrestricted. You can expend the awarded dollars for the grant. However, you should not be moving forward in expending all of your evaluation dollars because your evaluation plan has not been approved at this point in time.

Mr. Griffin Mulcahey: Okay. The next question is when are project officers being assigned?

Ms. LeBretia White: Currently, I am your project officer and Debbie might want to speak to the staffing of the office.

Ms. Debbie Powell: Yes, this is Debbie Powell. And at this time, we are in the process of recruitment. We have identified pretty much 80 percent of our staff. And with dwindling human resources, we are just waiting for our contract office, the PSC, to move on those hires. They have accepted. They have a great wealth of expertise in teen pregnancy prevention and implementing evidenced-based programs. So, and one of those hires will include the division director for PREP and the other hire will be also a project officer.

So, in the meantime, hopefully, we get them in by Christmas. But in the meantime, LeBretia is acting as the project officer for the 13 innovative strategy grants as well as some of the State grants. And Griffin is her backup for PREP. And he is also the project officer for the abstinence State grantees.

Mr. Griffin Mulcahey: All right. The next question is will the Federal evaluation be in addition to the independent evaluation or replace it?

Ms. LeBretia White: At this time my understanding is that in addition to. All of the grantees are responsible for conducting an independent evaluation of their project. And at this point, we do not know which grantees will be selected for the Federal rigorous evaluation. (Correction: The

federal evaluation is in lieu of the grantee level evaluation for subset of grantees selected to participate in the rigorous Federal evaluation.)

Ms. Debbie Powell: This is Debbie Powell. Let me give you a little further explanation of that. We are in conversation with several of the other programs across the Department of Human Services. And also receive Affordable Care Act programs that are directly or indirectly related to teen pregnancy prevention. And the evaluation strategy is being developed across the department.

So, we are actively discussing the best method to get assistance evaluation data. And so we do know at this point it will be a controlled random evaluation. So there may be at the most probably fifteen grantees looked at for the PREP and the tier two. And they're also in discussion about the tier one as well.

So we will have a better understanding and knowledge about just what that comprehensive department-wide strategy will be. But you do understand that not all the grantees will be evaluated with the impact, federal impact evaluation. So, we will get more information out there to you in the next couple of months.

Mr. Griffin Mulcahey: Thank you, Debbie. The next question is, when will we find out the exact reporting required?

Ms. LeBretia White: If your question is related to performance measures, that information will be provided closer to the end of the first budget year. So we're hoping late summer to be able to provide that information to you. And I think it states that as well in the funding opportunity announcement.

Ms. Debbie Powell: It did state that at the end of the first year we would come out with specific performance measures, and we are actively looking into that. We have a contract. OAH has just awarded a contract to develop performance measures. So we anticipate being on target with getting those specific target performance measures to you by the end of this year.

Ms. LeBretia White: Thank you.

Mr. Griffin Mulcahey: The next question asks will we need to submit our implementation plan if we do not have any expected changes?

Ms. LeBretia White: If there are no changes or modifications based upon your assessing the fit for your project, as far as the models that you've selected, and moving forward with the phased-in implementation activities, you will not. And also, it would be contingent upon whether or not the T and TA contractors that we are bringing on board, actually they are on board at this time. And additional information will be shared with you at a later date on when those training and technical assistance services will be available to you.

So based upon additional Federal review, training and technical assistance support, it could be contingent upon that as well as whether or not you will be asked to make any changes

regarding your implementation plan. (Correction: All grantees will submit an updated work plan and implementation plan during the phased-in implementation period.

Mr. Griffin Mulcahey: The next question asks, when will the project officer's site visits take place with grantees?

Ms. LeBretia White: We currently don't have a schedule for site visits. And as Debbie stated, we're bringing on additional staff. More than likely no visits will occur during this first year. But more than likely, those visits will begin in the second budget year of your project period.

Mr. Griffin Mulcahey: The next question asks, can independent levels of evaluations use evaluation measures provided by Federal guidelines, if it is appropriate?

Ms. LeBretia White: If appropriate, yes. And also, we're going to provide training and technical assistance to you for your independent evaluation. So we'll be able to once that particular contractor begins working with you, we can provide some additional support around that.

Mr. Griffin Mulcahey: Next question asks, "We submitted MOUs in our initial proposal. Will we now need to submit updated MOUs now that we have a cooperative agreement in place?"

Ms. LeBretia White: Yes, we do need updated information as it relates to sub-awards or subcontractors to your grant.

Mr. Griffin Mulcahey: Next question asks what type of documents other than curriculum materials need to be submitted for review for medical accuracy?

Ms. LeBretia White: We'll cover that momentarily.

Mr. Griffin Mulcahey: Next question. Can we begin drawing down our grant?

Ms. LeBretia White: Yes, your funding restrictions should have been lifted. However, I want to caution you that draw downs should only occur for activities that are listed in the phased-in implementation period in the funding opportunity announcement.

Mr. Griffin Mulcahey: The next question asks if we can get a written list of the questions submitted and your answers. And yes, we will follow-up when we post the guidance on FYSB website with all the questions and answers from today's presentation. At this point, we're going to get back to the webinar. And we will answer any questions you have again at the end of the presentation.

Ms. LeBretia White: Okay. I'm going to go ahead and move forward. And bear with us one second as we advance the slide.

Mr. Griffin Mulcahey: Okay. I'm going to go over the administrative and fiscal requirements of the grantees. First, we will cover the role of the Program Office here at FYSB. Our job is to review applications, plans and programmatic reports, respond to programmatic and technical

aspects of the grant, ensure the amounts to be awarded to grantees are consistent with the statutory requirements and monitor grantee performance.

Specifically, the Project Officer is responsible for contacting, for all programmatic issues associated with the grant, which include making changes in the project scope, review budget revisions, review and approve changes in key staff positions, provide a letter and copy of replacement staff resume, review continuation applications, conduct and monitor the site visits that we have touched on, review the progress reports and review all programmatic requirements discussed.

Now, the role of the Grant Management Office. They are the official signatory for obligating the Federal grant funds and all grant business. They provide the payment information to the Division of Payment Management. So any payment concerns should be addressed to them. Ensure that the applications comply with all applicable business and non-programmatic statutory and regulatory requirements, as well as monitoring all business and financial transactions on grants for the compliance with Federal regulations.

In addition, they maintain all official grant files for the individual grant awards. The grant specialist in particular negotiates and issues all mandatory and discretionary grant awards, oversee the issuance of financial assistance awards, notice of award and the competitive agreement terms and conditions document. They process any budget changes you may have and assure that both the Program Office and grantees fulfill all requirements of laws, regulations and policies. LeBretia?

Ms. LeBretia White: Right now we're in the post-award phase with your grant. You've received your notice of awards. And you can move forward again with the phase in implementation and planning. Prior approval requirements that are needed during this phase, and this is from this point until the end of the project period, if there's a change of scope we need that information provided to us for review and approval.

Any change in key personnel, change in grantee organization. In the past we have had organizations to change their name. Anything related to major changes with the organization we need to be made aware of that in advance for consultation review and approval of any areas as necessary.

Deviation from terms and conditions of the award. And that's based on the cooperative agreement terms and conditions. Carryover of any un-obligated balances from previous year's awarded amount. We need for you to submit requests for that and any significant re-budgeting. Change in scope occurs when the recipient proposes to change the objective, aims or purposes identified in the approved application.

Key personnel. You're to notify the Grant Management Office in writing if a principal project director or other key personnel specifically named in the notice of grant award withdraws from the project entirely, be absent from the project during any continuous period of three months or more or reduce time devoted to the project by 25 percent or more from the level that was approved at the time of award.

Change in grantee organization. I've reviewed that for the most part. But any transfer of the legal, administrative responsibility for a grant-supported project or program from one legal entity to another before the expiration of the approved project period must be reported for approval.

Deviation from award and terms and conditions. Prior approval is required in all instances when the grantee deviates from the terms and conditions of the grant, including adding previously disapproved activities or restrictions as a condition of award. When in doubt contact the Grants Management Office or your project officer.

Carryover policy and procedures. Carryovers, those requests will not be made until you're in your second budget year. And that's based on funds that are not expended in the current year. I'm not going to spend too much time on that because we will readdress this later on during this year or the early part of next year. But I do want to make you aware that a carryover is an option.

Significant rebudgeting occurs when under a grant with a Federal share exceeding 100,000 cumulative transfers among cost categories for current budget period exceeds 25 percent of the total approved budget or \$250,000 whichever is less, the 25 percent or the \$250,000.

You will need to obtain prior approval before making any adjustments in your budget based upon these terms that we just spoke of. And that approval will be made by your project officer and your grant specialist.

Any budget revisions will require a cover letter submitted to the Grants Office as well as your Project Officer, the modified SF424, standard form 424A, that speaks to your budget, your Federal budget. And, in addition to those two documents, the cover letter and the 424A, you will need to submit an itemized budget and your budget narrative, which describes how those funds will be utilized.

These are again the contact persons that you will submit any budget revisions, any grant reports to, during the project period. Julia Elam and myself, LeBretia White, until you're notified of changes with your project officer for the innovative strategies, again based on the comments that Debbie Powell made earlier about new staff coming on board and the redistribution of some of the grants.

Other reference. OMB circulars. These are reference documents as it relates to management of your grant. The OMB circular is a Federal regulation. Title 45 of the CFR primarily pertains to HHA grants. As it relates to your financial status report, those reports are due annually. However, you should take note that this requirement may change to semi-annually in years two through four.

But currently the funding opportunity announcement indicates annual report, which, at this time, for the first year your current budget year of 9/30/2010 through 9/29/2011, Your reports will be due in December which is ninety days after the reporting period.

Please make certain you include your grant award number on all documents that you submit to the grant specialist and your project officer.

The performance progress reports are due thirty days after the end of each reporting period within that budget cycle. Again, the funding opportunity announcement references annual report. However, looking at the succeeding years of two through four, it's a five-year project period, we may modify that requirement to semi-annual which would be two reportings per year. We definitely want to keep close ties. Because again, it's a cooperative agreement. We really need to be consistently informed and updated and substantially involved in your implementation process.

As it relates to the payment management system, that's how you actually draw down funds. I know that some of you are brand new grantees to the Federal system. And so we wanted to make available to you information on how to access the payment management system. And that's how you're able to receive disbursements and draw-down funds from your grant award.

And here we have a web link where you can go for additional information. And also in the guidance materials that I forwarded to you, this information, as well as a toll-free phone number is provided, if you needed assistance in how to draw down funds from your grant. And again, the phone number is here as well as an email address and web link for the payment management system. And training is available on how to complete those required forms.

At this time, we'll pause for questions if we have any at this time. Okay. We have two new questions.

Mr. Griffin Mulcahey: Again, if you have any additional questions, now would be a good time to try to get them into us before we continue. So, the first question is, can the revised subcontractor MOUs be in the form of an executed subcontract document?

Ms. LeBretia White: And the answer is yes.

Mr. Griffin Mulcahey: The next question is, do any of the other grantees work primarily with health professionals?

Ms. LeBretia White: We can provide feedback on that when we respond with additional frequently-asked questions. That's a great question and we'll definitely provide a response.

Mr. Griffin Mulcahey: The next question. For the progress report, if they are semi-annual, please give the date for the first report. The second one is October 31st. At this point, we're sticking with the annual for now. And we'll follow up with additional information if we decide to go to a twice a year format. But for now, just plan on the October 31st, 2011 as your first reporting date.

Ms. LeBretia White: And just for additional information, if we were to go with the semi-annual, it would cover the period of 9/30 through March 30. And that would be the first six months of your budget period. And then that report would be due to us the end of April. Those are all the questions that we have at this time. We'll move back to our presentation.

Mr. Griffin Mulcahey: We'll try to move quickly through the remainder of the webinar. The last selection of slides are resources for you to be able to access on the different general

websites. This particular one is the OMB website, which is a good resource for Federal regulations that are covered by your grants. Division of Payment Management which we discussed earlier. If you have any trouble drawing down your funds, that would be where to go. And then the final link is for forms from the ACF website for documents you submit to us.

The next slide is just a series of links to pregnancy prevention resources that we have provided, all very helpful resources and we encourage all grantees to check out various resources when developing your plans.

Ms. LeBretia White: Let me just draw your attention to a couple of significant ones listed here. Of course, the Family and Youth Services Bureau website. And some of the information, the guidance information, guidance documents, will be posted there, as well as other resource information. We have some resource information already posted. So that's a great link to begin to navigate.

Another is the Office of Adolescent Health. If you need more information on those twenty-eight EBIs, evidence-based interventions, that were reviewed via OAH in the Kirby study. As well as I want to bring your attention to the final listing, findyouthinfo.gov which offers a plethora of a broad range of youth programs and services. And actually, you can locate them by state and find out what programs have been federally funded in your state that you may want to partner with.

Mr. Griffin Mulcahey: Okay. And as LeBretia had just mentioned, the webinar, the PowerPoint as well as additional guidance documents will be provided on the FYSB website. And when they do post next week, expect a follow-up email from LeBretia letting you know when those resources become available.

Ms. LeBretia White: And because of the holidays, we were hoping to have the information posted for you by next week. But because of the Thanksgiving holiday [quickly] approaching us. And so we do anticipate having everything available and updated by November 29th, by close of business on Monday, November 29th.

Here we have again the FYSB Internet. We've provided for you a screen shot. If you go to our Internet site, this is the home page. And highlighted with the red oval are areas that we thought you might want to be aware of as you work with the PREP innovative strategies project.

The information from today's webinar, you will be able to find all the way to the right where you see Secretary Sebelius' photo. The "This Just In" section. To the left - grant awards, if you click onto that particular link, you will see all of the awarding for all of the teen pregnancy prevention programs, as well as the other FYSB programs.

Locate grantees. Once you click onto that link, you will see a map of the United States and you'll see other grantees that have been awarded funds through FYSB. And the teen pregnancy prevention link will take you to a list of all of the awardees. There's a directory that's available to you to know who the other awardees are if you want to reach out and connect with them and network, as well as some other resources that you can utilize as you move forward in this planning phase.

Again the map is here that we spoke of where you can locate other grantees by clicking onto the state. And here in the bottom left quadrant of the square that we have here, you'll find information specific to innovative strategies program. And to the right quadrant where you see the pink arrow, general information and resources.

The “teen pregnancy prevention resources” is a significant list of web search organizations and websites that provide information related to teen pregnancy prevention. And again, you can also go to and click onto locating teen pregnancy prevention program and find other programs.

Here we have guidance documents. You did receive a copy of these documents just prior to today's webinar. And again, today is not an all in all session for us to be able to communicate, just to provide an overview. So, if there are questions or concerns, we can speak to those in other conference calls.

But the budget document speaks to how the budget should be structured when you submit it for budget revisions, as well as when you submit your continuation application for continuing the project for the next budget year.

Here we have the grantee reporting timeline that speaks to when information is due to FYSB, to our project officers and well as due to the Grant Management Office, to your grant specialist and how to submit that information.

Here we have some questions and answers that were provided today. We will be providing additional FAQs and making updates based on questions that were asked during today's webinar and other questions that may filter in in the next day or two. And so, we'll update the frequently asked questions. And when we make the posting on November 29th, we should have additional questions and answers to attach here.

We referenced a directory for grantees. And that's available on the FYSB site. And this is a sample of what that looks like. And again, the resources that are available based on website review. That information again is available to you through the FYSB website. And this is just a snapshot. It provides a table of contents and then topical areas that you can search for if you have specific questions and want to research further.

And we've covered the resource documents and “This Just In” heading where you can locate information from today's webinar. I just want to remind you that when you're submitting documents again make certain that you include the name of your grantee organization as well as your grant number.

Mr. Griffin Mulcahey: So again, at this time we'll open it up for any questions and review any questions that were posted on the last section.

Ms. LeBretia White: I think we have some questions here under Chat and we can take a moment to look at those. Bear with us just one second. Okay. We have one question here.

Mr. Griffin Mulcahey: The first question is, is there a percentage on how you are defining significant budget changes?

Ms. LeBretia White: There is a slide that references what's significant. If you're making a change or rebudgeting among categories, if there's a 25 percent change based on your total budget or \$250,000, whichever is less. And again, there is a slide that addresses that.

And we're going to check our question box to see if there are additional questions. And there appears to be a few. Maybe not. I think we've responded to all questions based on those that have been typed in and submitted to us via Chat or the questions section for the webinar. At this time Debbie, do you have any additional remarks?

Ms. Debbie Powell: No, I don't. I just hope and encourage you to go to the website. We have also been in conversation with the Office of Adolescent Health. And you will be included on any conference calls or webinars that they have as well. They also had an orientation webinar. And we have viewed many of the slides, at least [inaud.] and coordinated the information provided to their grantees and also to you. But we're trying to coordinate and collaborate with the Office of Adolescent Health as much as possible to have you a part of discussions about the program and the process. Even if it's not applicable to what you're doing, we think that you should have the opportunity to hear the dialogue that's being provided.

Mr. Griffin Mulcahey: We did have some additional questions come in. So we'll address those while we can. The first one is what type of documents other than curriculum materials need to be submitted for the review for medical accuracy?

Ms. LeBretia White: Any videos, pamphlets, any materials that will be distributed and utilized with your targeted population for the purposes of preventing teen pregnancy.

Mr. Griffin Mulcahey: Okay. The next question is what is the difference between a project work plan and implementation plan?

Ms. LeBretia White: Actually, there really isn't a difference. It's your implementation plan or work plan. Which pretty much speaks to what are your tasks, your responsible persons, your target dates and the activities in order to successfully implement your project.
(Correction: There is a difference between the work plan and implementation plan. Please, see the Frequently Asked Questions document (questions #21-23) for additional clarity on the submission of each of the documents for FYSB review.

Mr. Griffin Mulcahey: The next question is what is the timeframe for the approval of those plans, the implementation plan.

Ms. LeBretia White: At this time, I don't have that date available. But I will certainly make certain that we provide this question and the appropriate response in the FAQs.

Ms. Debbie Powell: And we'll also make sure that we coordinate our answer about the work plan and the implementation plan with the Office of Adolescent Health. Because we want to make sure that we're giving you the same information they're providing to their team. So we will coordinate that answer and it will be on the frequently asked questions posted on Monday the 29th.

Mr. Griffin Mulcahey: And as you know, applied to the evaluation for approval of the evaluation plan as well.

Ms. LeBretia White: Right, right. Because all of the contractors are brand new on board at this time, they are actually getting acclimated to what our needs are as they move forward with providing support for you. And so we don't have all of those timelines at this time. But we are working on that and should in the very near future be able to actually provide you with a specific calendar that speaks to everything that's due to us and those due dates, as well as what the review period will be, when you will receive final approval notification. So if you can bear with us just for a little, we are definitely working expeditiously to coordinate those efforts and to keep you informed and abreast.

Mr. Griffin Mulcahey: All right. It looks like that's it for the questions. We want to thank everyone again for joining us and we will be following up shortly with additional information and let you know when all the material from today's presentation becomes available on the FYSB website.

Ms. LeBretia White: Thank you, very much. And we look forward to working with you. Have a great day.

(END OF TRANSCRIPT)