

Personal Responsibility
Education Program – Innovative Strategies (PREIS)
Grantee Meeting



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

Facilitator: LeBretia White, Project Officer



May 2, 2011

Asking Questions During the Webinar



It is our expectation that the webinar will answer many questions and concerns of grantees. Additionally, every attempt will be made to answer questions posed by participants at the conclusion of the webinar.

Questions may be typed in at any time during the Webinar. At the conclusion of the call, participants will have access to audibly ask questions.

Agenda for Today's Call

- Welcome/Introductions
- Work and Implementation Plans Submission
- Continuation Applications
- Grant Administration
- Medical Accuracy Reviews
- Regional Trainings
- Annual Meeting
- Archived Training Webinars
- Critical Due Dates
- Future Grantee Conference Calls

New Federal Staff

- Grantees will be informed via email of any changes in Project Officers

Sarah Axelson, Project Officer

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Administration for Children and Families

Family and Youth Services Bureau

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FYSB Teen Pregnancy Prevention Program Federal Staff

Acting Associate Commissioner: Debbie Powell

Division Director: Marc Clark

Project Officer: LeBretia White

Project Officer: Sarah Axelson

Project Officer: Griffin Mulcahey

Social Science Policy Specialist: Dirk Butler

Grant Specialist: Mary Alexander

Plans

Submission

Work and Implementation Plans

- **Work Plans**

- Submit with Continuation Application by June 10, 2011
- Examples of formatting are *Exhibits B and C* in the *Guidance for Preparing a Non-Competing Continuation Grant Application*

- **Implementation Plans**

- Submit by August 31, 2011
- Mail implementation plans to LeBretia White



Non-Competing Continuation Applications

Purpose of Continuation Application

- Request funding for year 2 of the 5 year PREIS project
- Report on the progress of the project during the current budget year
- Provide a work plan that includes program and evaluation activities for the upcoming budget year
- Provide a detailed budget and budget narrative justification for the upcoming year

Required Documents

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



Federal Forms

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

Project Narrative

- The project narrative must include:
 - **Introduction**
 - Brief summary/overview of the project design
 - **Six-Month Progress Report (Exhibit A – Example)**
 - Goal
 - Objective
 - Activity
 - Status – In progress/Met/Unmet
 - Description of accomplishments, barriers, outcomes, and justification for any redirected, unmet or revised activities
 - **Year Two Work Plan (Exhibit B & C) – Examples)**
 - Goals, objectives and activities planned for year 2 of the project

Budget and Budget Narrative

- **Detailed Budget**

- Provide spreadsheet of the itemized budget that clearly delineates how each object class category of cost was derived

- **Budget Justification**

- Provide a justification that clearly describes how the budget items directly relate to the completion of project activities

- **Indirect Cost Rate Agreement (Optional)**

- As applicable, submit a copy of the agreement provided by a Federal government agency that established the percentage of the organization's total costs to its direct cost base.
- Website for information on Indirect Cost Rate Agreements:
<http://rates.psc.gov/>

Submission of Continuation Applications

- FYSB mailed and emailed notifications to grantees on *April 22, 2011*
- Grantees are to submit Non-Competing Continuation Applications by mail to the FYSB Operations Center by *June 11, 2011*
- Include the *CFDA# 93.092* and *Funding Opportunity Number: HHS-2011-ACF-CONT-ACYF-FYSB-AP*
- Instructions are provided in the *Non-Competing Continuation Guidance Document (revised edition - 5/2/2011)*

Submit Continuation Applications to:

Continuation applications can be submitted electronically or via mail to:

www.grants.gov

Or

FYSB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Grant

Administration

Grant Administration

- *Grant Administration Guidance* document provides instructions on when and how to submit requests for the following:
 - Budget Revision (Program Modification)
 - Carryover
 - No-Cost Extension
 - Non-Competing Continuation
 - Performance Progress Report
 - Financial Status Reports



Budget Revisions

Budget Revisions

Approval Requirements

Significant re-budgeting requires prior ACF approval before implementation when:

- the total amount to be reallocated among direct line item budget categories exceeds 25% of the award amount;
- the grantee proposes to reallocate funds from direct to indirect costs or vice versa; and/or
- the grantee proposes to reallocate funds for costs (activities) that are not already in the approved budget, regardless of the amount.

Budget Revision Requests

- Cover Letter
 - Indicate the rationale for the revision and how it impacts the scope of activities
 - Signed by Authorized Representative
- SF-424A Form Budget Information – Non-Construction Programs
- Budget and Budget Narrative

Budget Revision Requests Cont'd

- Budget
 - Spreadsheet or table format
 - Clearly indicate Federal and non-Federal budget items
 - Reflect budget cost categories outlined in SF-424A (i.e. personnel, benefits, travel, equipment, supplies, contractual, other, and indirect costs)
 - Identify all line items within each category
 - Provide a specific itemization of the budget
- Budget Narrative
 - Provide a justification supporting the need to allocate funds for items in the itemized budget
 - Include a clear description of how the revised budget items directly relate to the completion of project activities
 - Specifically address only line items impacted by the shift in funds

Guidance: Budget Documents

Grant Application Budget Related Documents

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.

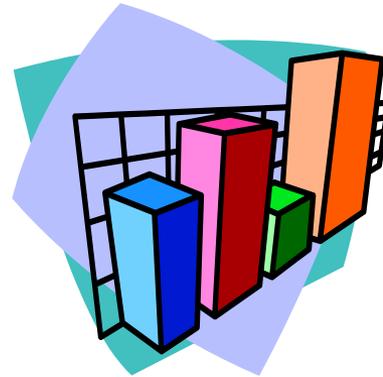
2. Budget Narrative – The grantee should provide a justification supporting the need to allocate funds for items in the spreadsheet or table format of the itemized budget. The justification should provide a clear description of how the budget items directly relate to the completion of project activities. 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.

Performance Progress Reports

- Performance Progress Reports are to be submitted annually
- Reports will be submitted through ACF's Online Data Collection system
 - Format for reports is provided in the Grant Administration Guidance document
 - Training/Instruction to be provided at later date on how to submit the reports electronically through the Online Data Collection system
- Due Dates are as follows:
 - October 30, 2011
 - October 30, 2012
 - October 30, 2013
 - October 30, 2014
 - October 30, 2015



Guidance: Performance Progress Reports

See FYSB Internet Site on Teen Pregnancy Prevention Programs:
<http://www.acf.hhs.gov/programs/fysb/content/programs/tpp.htm>

PPR-PREP-Cover and Semi Annual Report Form.doc - Microsoft Word

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ACF PERFORMANCE PROGRESS REPORT
COVER PAGE
ACF-OGM-SF-PPR

		Page	of Pages
1. Federal Agency and Organization Element to Which Report is Submitted		3a. DUNS	
2. Federal Grant Number		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			

Draw AutoShapes

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Submit Reports and Requests to:

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Administration for Children and Families

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Financial Status Reports

Financial Status Reports

- SF-269 replaced by SF-425 – To be completed in OLDC (Online Data Collection)
- SF-425 DUE: December 30, 2011 for reporting period 9/30/2010 through 9/29/2011
- Mail a hard copy to the Grant Specialist and Project Officer.

	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

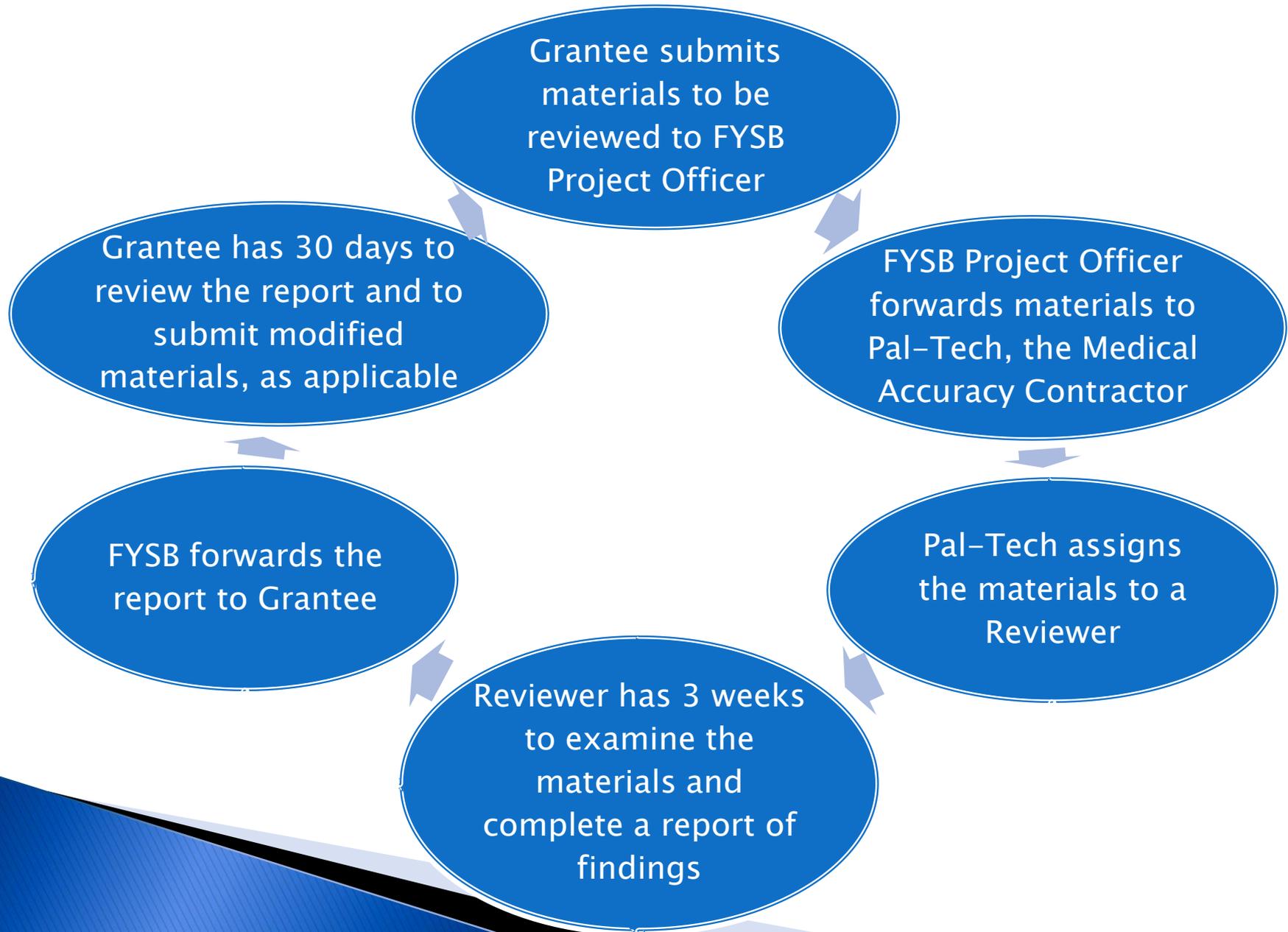
Medical Accuracy Reviews

Medical Accuracy Reviews

- Who will conduct the reviews?
 - Team of experts in the fields of adolescent health, reproductive health, obstetrics and gynecology, pediatrics, and other related disciplines
- What materials will need to be reviewed?
 - All core curriculum and related education materials for use in PREIS projects must be reviewed. This includes, but is not limited to, teacher manuals, videos, podcasts, scripts, palm cards, student booklets, pamphlets, and handouts. Materials used with control groups in an evaluation must also be reviewed for medical accuracy.



Medical Accuracy Review Process



Pending Curriculum Reviews

- Teen Outreach Program (TOP)
- Aban Aya Youth Project
- Becoming a Responsible Teen (BART)
- Promoting Health Among Teens (PHAT) – Abstinence-only Intervention
- Raising Healthy Children
- Teen Health Project
- ALL4YOU
- Draw the Line/Respect the Line
- Making Proud Choices
- Be Proud! Be Responsible!
- FOCUS
- It's Your Game – Keep It Real!
- Safer Sex
- SHARP
- Project AIM
- Cuidate!
- SiHLE
- Making a Difference

Grantees do not have to submit curriculum to be reviewed, if it is already on the list above.

General Questions



Regional Trainings

Regional Trainings – East

- Eastern Training 1: Completed
- Eastern Training 2: May 24–25th, Memphis, TN
Successful Programs: Getting your message across through strong facilitation and engagement
- Eastern Training 3: July 12–13th, Baltimore, MD:
Fidelity Monitoring

Regional Trainings – Mid–West and West

- Western Training 1: Completed
- Western Training 2: June 14–15, San Diego, CA
Successful Programs: Getting your message across through strong facilitation and engagement
- Western Training 3: August 4th–5th, Denver, CO
Fidelity Monitoring

Annual Meeting

Annual Grantee Meeting

- First Annual Meeting: Spring 2012 (Date TBD)
- 3 staff required to attend (Project Director, Evaluator, Project Staff)
- Location: Washington DC Metropolitan Area
- Expenses allocated in your budget
- Opportunity to:
 - Network with other projects
 - Have face-to-face time with Project Officers
 - Learn about new FYSB/OAH business
 - Learn new strategies and information based on evidenced-based findings in the field

Archived

Webinar Trainings

Archived Webinar Trainings

- **Archived Webinars – slides, audio and transcript**
- **Web Link:**
- <http://www.hhs.gov/ash/oah/prevention/grantees/>
-
- **Healthy Relationships Webinar: March 30, 2011**
- **Pilot Testing Webinar: February 28, 2011**
- **Needs Assessment Webinar: January 27, 2011**
- **Implementation Plan Webinar: December 13, 2010**

Critical

Due Dates

Critical Due Dates

- Continuation Applications Due June 10, 2011
- Work Plan Updates Due June 10, 2011 with Continuation Application
- Implementation Plans Due September 1, 2011
 - Resources:
 - Best Practices for Developing an Implementation Plan
 - Implementation Sample Chart
 - Implementation Sample Narrative
 - Implementation Webinar

Grantee Conference Calls

Quarterly PREIS grantee calls and monthly individual grantee calls will be conducted by assigned project officers.

Labeling Documents / Emails forwarded to FYSB by Grantees

- In the Subject or RE: line indicate the following:
 - Name of Grantee
 - Grant Document Number
 - *90AP (4 digit assigned number)/budget year*
 - *Example: 90AP----/01)*

Questions and Answers



**Thank you for your
participation!**