

State Personal Responsibility Education Program (PREP) *Orientation Webinar*



U. S. Department of Health and Human Services
Administration on Children, Youth and Families (ACYF)
Family And Youth Services Bureau/Children's Bureau (FYSB)

Wednesday, November 17, 2010
3:30 pm to 4:30 pm EST

*Family and Youth
Services Bureau*



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 that are not specific to an individual State's application.



Questions may be typed in at any time during the Webinar. Please, be reminded that participants will not have access to make audible comments.

Agenda for Today's Call

- ▶ Welcome and Introductions
- ▶ Overview of ACF/FYSB (Family and Youth Services Bureau)
- ▶ Overview of State PREP Program Requirements
 - Grantee Expectations
 - Abstinence, Contraception and Adulthood Preparation Subjects
 - Evidence Based Effective Program Models
 - ▶ 28 Models Reviewed by Mathematica Policy Research, Inc. (optional)
 - ▶ Replication of Other Models
 - ▶ Fidelity
 - ▶ Adaptations
 - ▶ Medical Accuracy
- ▶ Guidance for Submission of the Post-Award State Plan
 - Post-Award State Plan Requirements
 - Post-Award State Plan Submission Instructions
- ▶ Resources

Introduction of Federal Staff

- ▶ **Debbie Powell, Acting Associate Commissioner**
Administration on Children Youth and Families/Family and Youth Services Bureau
- ▶ **LeBretia White, Program Analyst**
Family and Youth Services Bureau
- ▶ **Griffin Mulcahey, Program Specialist**
Family and Youth Services Bureau
- ▶ **Sonali Patel, Senior Policy Analyst**
Administration on Children Youth and Families

Congratulations
State PREP Grantees!!!



Purpose of Today's Call

- ▶ Provide guidance on the submission and development of the Personal Responsibility Education Program (PREP) Post-Award State Plan
- ▶ Address questions that have been posed by grantees regarding the award and Post-Award State Plan submission
- ▶ Provide Resource Information

PREP Federal Staff

Acting Associate Commissioner: Debbie Powell

Program Analyst/Project Officer: LeBretia White

Program Specialist: Griffin Mulcahey

Grant Specialist: Nathaniel Morris West

T/TA Contractor: To Be Determined

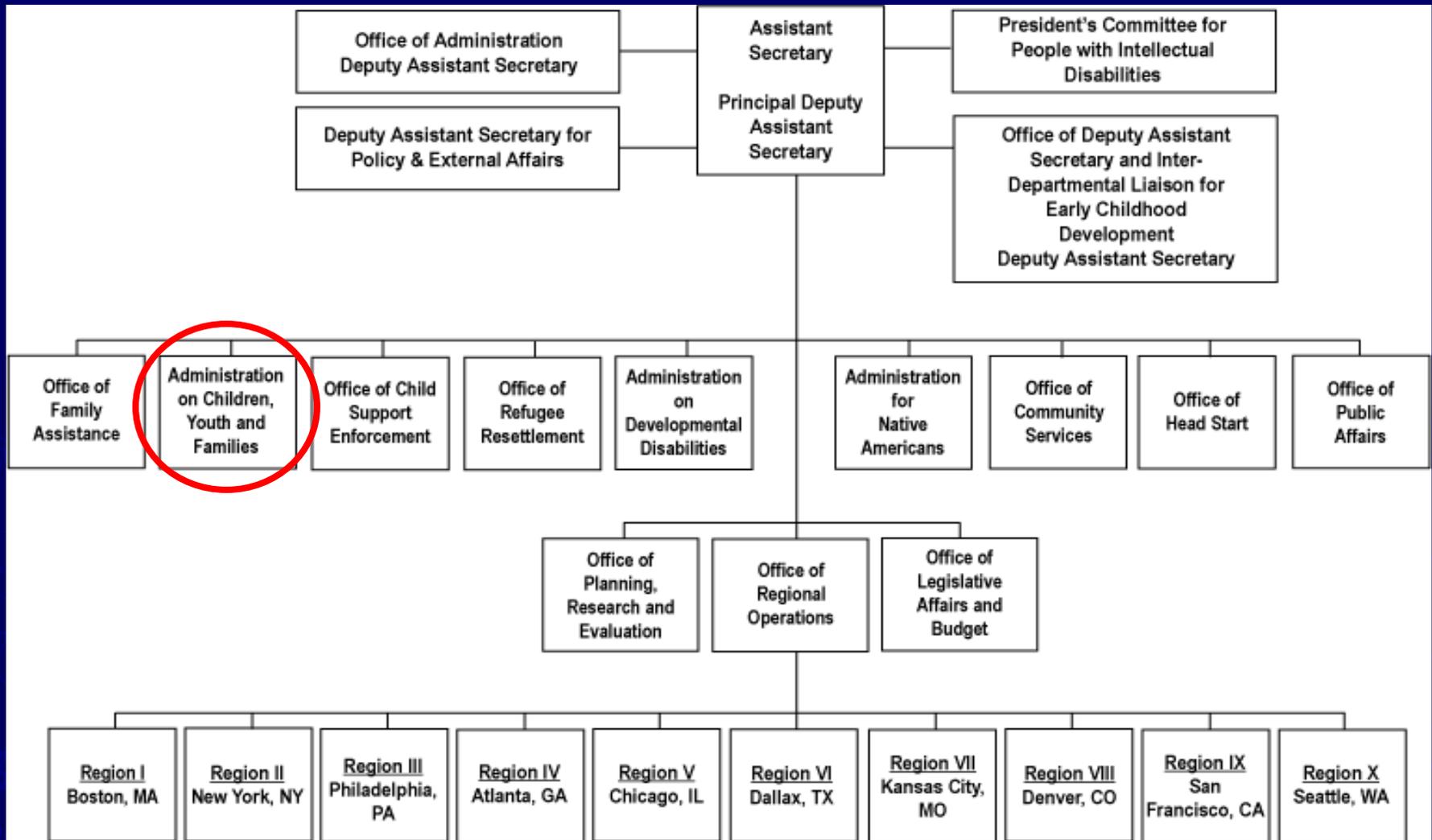
Overview

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

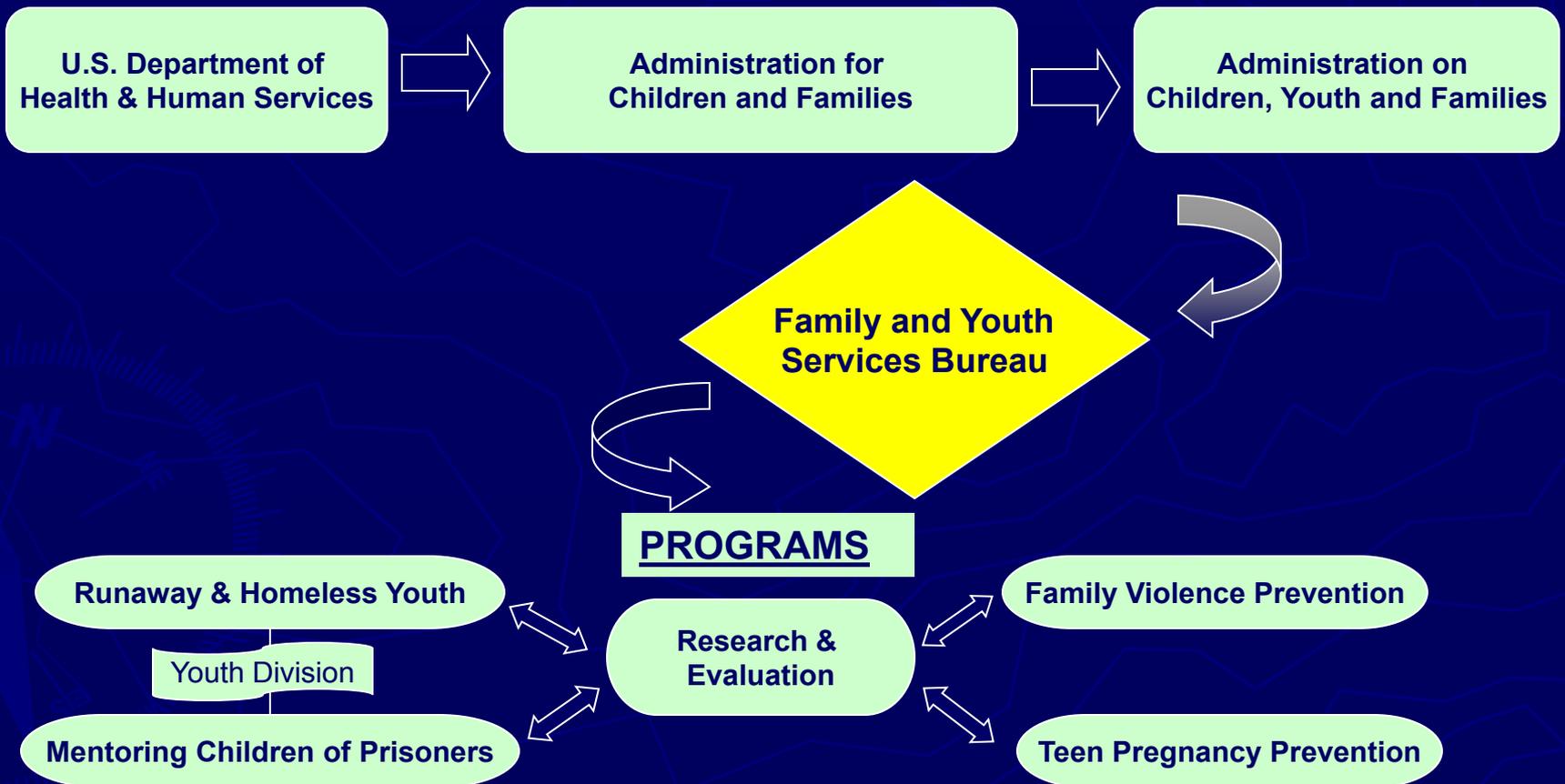
Administration on Children, Youth, and Families (ACYF)

- **Administers the major Federal programs that support:**
 - Social services that promote positive growth and development of children and youth and their families
 - Protective services and shelter for children and youth in at-risk situations
 - Adoption for children with special needs

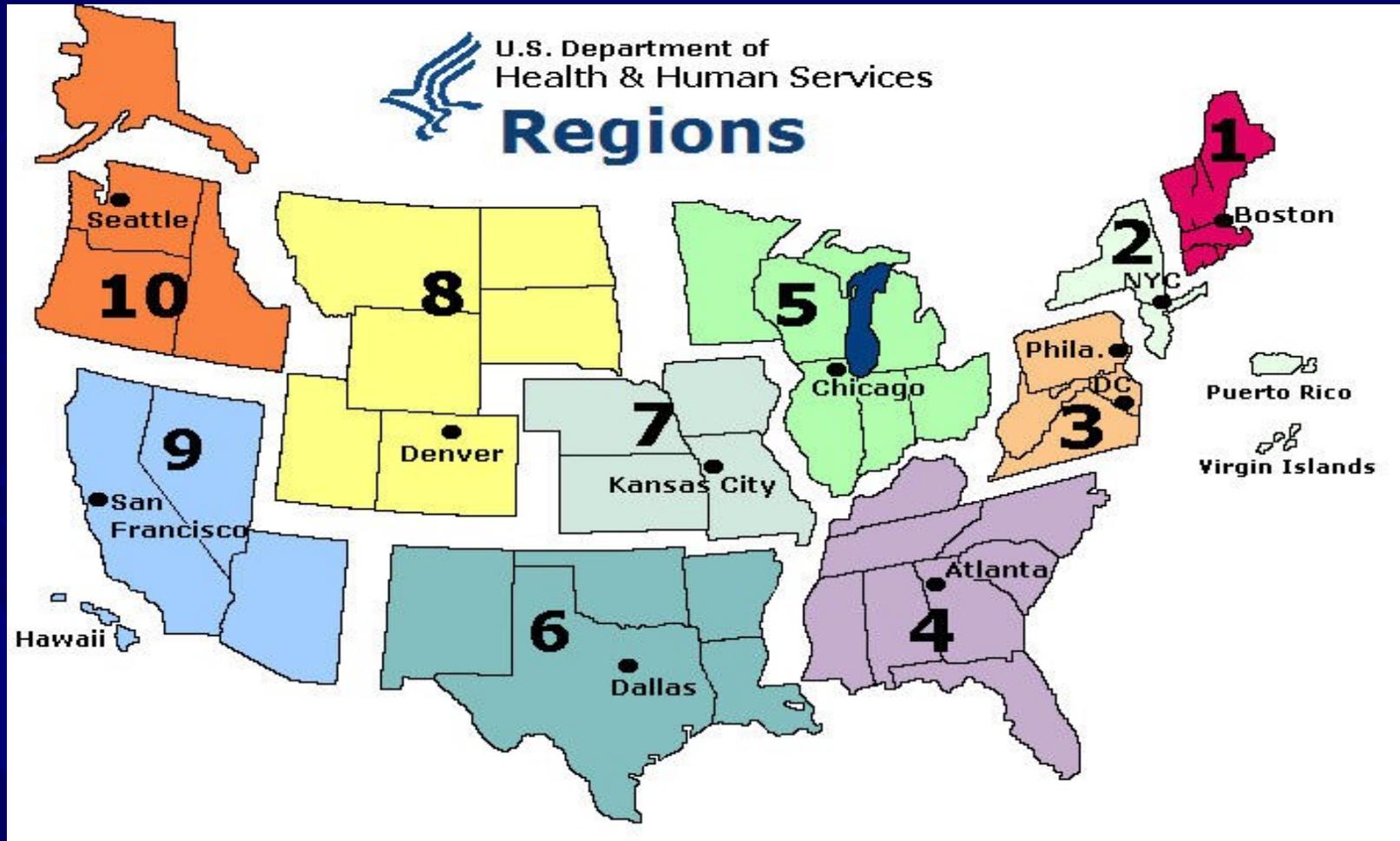
Administration on Children and Families



Where FYSB Fits



Regions



Regions

The States that comprise the regional areas are as follows:

▶ **REGION 1**

CT, MA, ME, NH, RI, & VT

▶ **REGION 2**

NJ, NY, PR, VI

▶ **REGION 3**

DC, DE, MD, PA, VA, WV

▶ **REGION 4**

AL, FL, GA, KY, MS, NC, SC, TN

▶ **REGION 5**

IL, IN, MI, MN, OH, WI

▶ **REGION 6**

AR, LA, NM, OK, TX

▶ **REGION 7**

IA, KS, NE, MO

▶ **REGION 8**

CO, ND, MT, SD, UT, WY

▶ **REGION 9**

AZ, CA, NV, HI, GU (GUAM), AS (AMERICAN SAMOA), MP (NORTHERN MARIANAS ISLAND), MH (MARSHALL ISLANDS), PW (PALAU)

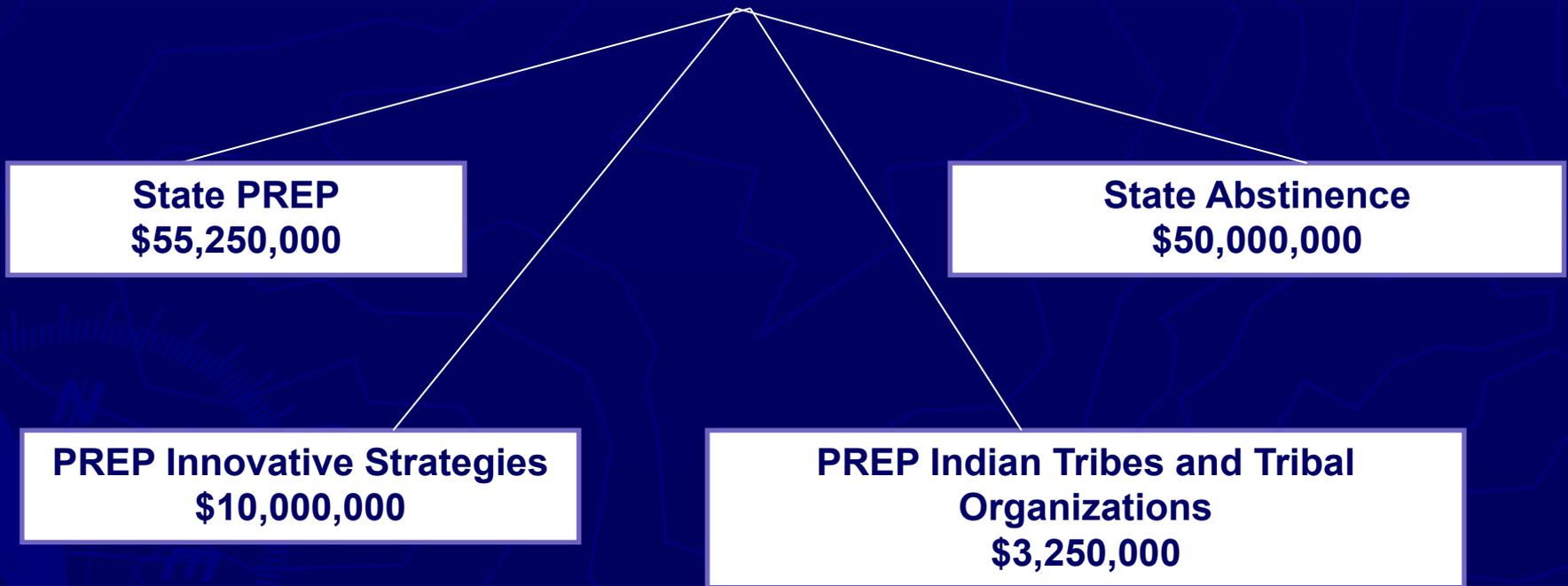
▶ **REGION 10**

AK, ID, OR, WA

Family and Youth Services Bureau (FYSB)

- ▶ Provide national leadership on youth and family issues.
- ▶ 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.
- ▶ Manages the State PREP, State Abstinence, PREP Innovative Strategies, Runaway and Homeless Youth, Mentoring Children of Prisoners and Family Violence Prevention Programs

FYSB's Teen Pregnancy Prevention Programs



Program Requirements



Grantee Expectations

- ▶ Participate in quarterly calls with project officer
- ▶ Bring up all issues and challenges with your Project Officer
- ▶ Participate in site visits, regional meetings, quarterly conference calls and annual conferences
- ▶ Submit all reports on time
- ▶ Use grant numbers on ALL official correspondence

Preparation Milestones

- ▶ Hire Key Staff
- ▶ Complete Needs Assessment
- ▶ Submit Post-Award State Plan
- ▶ Submit Curricula for Medical Accuracy Review
- ▶ Obtain Training for Staff in Evidence-Based Model(s)
- ▶ Finalize Partnerships with MOUs/Sub-awards
- ▶ Submit List of Proposed Adaptations

Technical Assistance (TA)

- On-going technical assistance from Project Officers
- Technical assistance webinars/netconferences hosted by TA and Training Contractor
- Individual and group technical assistance

Site Visits

- Periodic site visits will be conducted.
- Project Officer and Grants Management Specialist may visit the project as needed.
- Formal Agenda will be developed by the Project Officer.
- Assure the project is in compliance with the Terms and Conditions and the authorizing legislation.
- Discuss the project's development and observe the project during implementation.
- Provide programmatic, financial, and evaluative guidance and ascertain technical assistance areas.²⁰

Annual Grantee Conference

- Two staff are required to attend.
- Expenses are to be allocated in your budget.
- Opportunity to:
 - Network with other projects
 - Face-to-face time with Project Officers
 - Learn about new FYSB business
 - Learn new strategies and information based on evidenced based findings in the field
- First Conference: Location and Date TBD

Programmatic Interventions: Abstinence and Contraception

- ▶ Emphasize abstinence and contraception for the prevention of pregnancy and sexually transmitted infections for the target population

Adulthood Preparation Subjects (Implement a minimum of 3 out of 6)

- Healthy relationships
- Adolescent development
- Financial literacy
- Parent-child communication
- Educational and career success
- Healthy life skills, such as goal-setting and decision making



Program Models

- ▶ Focus on models to implement project interventions that most likely demonstrate change in sexual behaviors
 - Applicants may choose a model(s) from Appendix A of the State PREP FOA or other model(s) that have been proven effective on the basis of rigorous scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth (p.7-9 and Appendix A)

Evidence-based and Effective Programming

State PREP programs must

- ▶ replicate; or
- ▶ substantially incorporate elements of effective programs that have been proven on the basis of rigorous scientific research to change behavior.



Evidence Based Models

28 evidence-based program models identified

- 20 had impacts on sexual activity
- 9 on contraceptive use
- 4 on STIs,
- 5 on pregnancy or births, and
- 1 on abstinence only interventions –

Promoting Health Among Teens! Abstinence Only Intervention

Access to Health Care and Other Services

- ▶ As appropriate and allowable, applicants may provide teenage pregnancy prevention related health care services and/or make use of referral arrangements with other providers
 - Examples of Referral Services and Supports
 - ▶ Substance abuse
 - ▶ Alcohol abuse
 - ▶ Tobacco cessation
 - ▶ Family planning
 - ▶ Mental health issues
 - ▶ Intimate partner violence
 - ▶ Medical care
 - ▶ Medicaid, SCHIP, TANF

Fidelity

- ▶ Fidelity – how well the program is implemented without compromising its core content which is essential for program effectiveness

Adaptations to Program Models

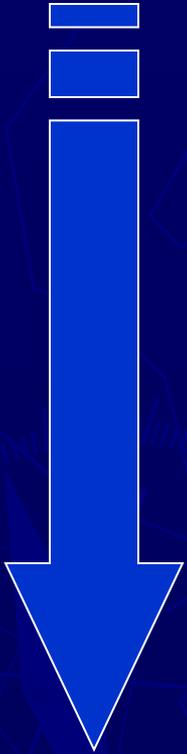
- ▶ Adaptations should generally be minimal
- ▶ Definition of Adaptation: modification of an evidence-based program model that has been developed for a single, demographic, ethnic, linguistic and/or cultural group for use with other groups.
- ▶ Significant adaptations may be needed to address mandatory project requirements
 - Adult Preparation
 - Abstinence and contraception for the prevention of pregnancy and sexually transmitted infections
- ▶ Adaptations should not alter the core components of the evidence based program model (Consult with the curriculum developers to determine the core components of the program.)

Strengths of Adaptation Process

- Developer involvement and endorsement
- Devote necessary time to process and development of tools/resources
- Collaborative process internal/external
- Practicality and usefulness of tools/resources

Adaptation Process

1. Activity-Determinant Matrix
2. Logic Model
3. Core Content, Pedagogical and Implementation Components
4. Green, Yellow and Red Light Adaptations
5. Fidelity and Adaptation Monitoring Logs
6. Resource Lists

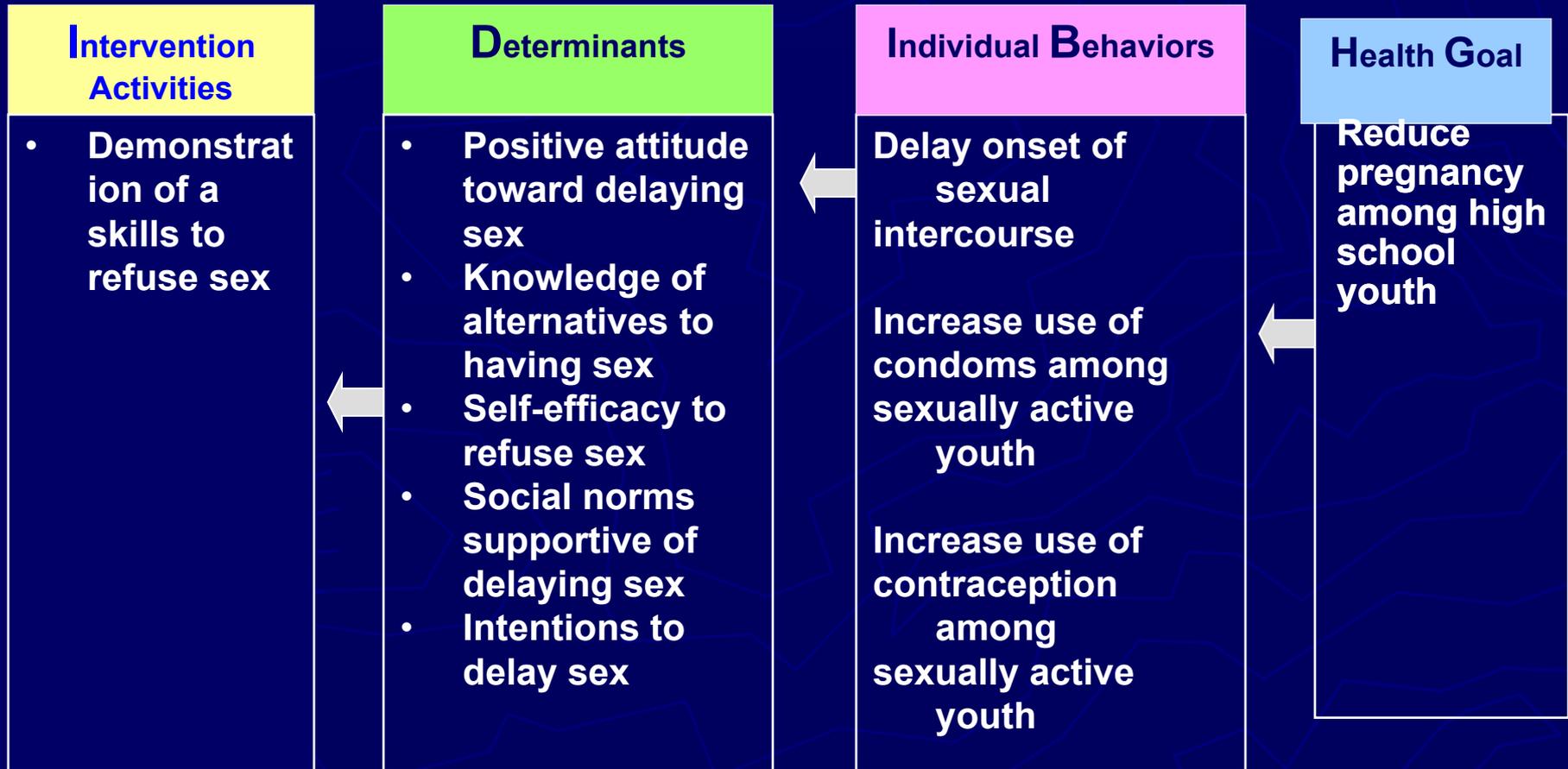


1. Activity Determinant Matrix

Meticulous program analysis:

- Review each activity of the program
- Code time on instructional strategies
- Code time on each determinant
- Substantial internal document

2. Behavior-Determinant-Intervention (BDI) Logic Model



3. Core Components are...

... the essential characteristics of a program that are responsible for its effectiveness.

Three categories:

- **Content**
- **Pedagogical**
- **Implementation**

Core Components

▶ Core Components

Key elements or defining characteristics of a program. To maintain a program's effectiveness, its core components must be kept intact when it is replicated or adapted.

- **Core Content Components** – WHAT is being taught, specifically the knowledge, attitudes, values, norms, skills, etc. that are addressed in the program's learning activities and are most likely to change sexual behaviors.
- **Core Pedagogical Components** – HOW the content is taught, such as teaching methods, strategies and interactions that contribute to the program's effectiveness.
- **Core Implementation Components** – the logistics that are responsible for a conducive learning environment, such as program setting, facilitator/youth ratio, sequence of sessions.



Green, Yellow & Red Light Adaptations

Provides guidance on whether a particular adaptation is...

...safe (green)

...should be made cautiously (yellow)

...should be avoided (red)

Green Light Adaptations

- Update data/statistics
- Change learning activities and instructional methods to youth culture, development, gender, sexual orientation
- Make activities more interactive
- Customize role plays (e.g., names, setting, language, terms)
- Adding debriefing or processing questions



Yellow Light Adaptations

- Change sequence of activities
- Add activities to reinforce learning
- Add activities to address additional risk and protective factors
- Replace videos or other A/V aides



Red Light Adaptations

- Shorten the program
- Reduce or eliminate activities that allow youth to personalize risk
- Reduce or eliminate opportunities for skill practice (e.g., role plays)



Fidelity & Adaptation Monitoring Logs

- Core content and pedagogical components for each lesson
- Record and reflect on adaptations for each lesson
- Core implementation components for entire curriculum

Medical Accuracy & Age-Appropriateness

- ▶ Funded programs will need to ensure that information provided is age appropriate, and scientifically and medically accurate
- ▶ Materials will be reviewed by ACYF/FYSB prior to implementation to ensure medical accuracy

Evaluation Strategies

- ▶ Monitoring and reporting on program implementation and outcomes through performance measures
- ▶ Federal impact evaluation of a subset of all grantees (All States and sub-awardees will be required to participate, if selected.)

Performance Measures

- ▶ Developed by ACYF/FYSB during first year of program
- ▶ All grantees will be expected to collect and report on common set of performance measures to assess program implementation and outcomes
- ▶ Training and technical assistance will be provided
- ▶ Anticipated categories for measures:
 - Output measures
 - Fidelity/adaptation
 - Implementation and capacity building
 - Outcome measures
 - Community data

Summary of Program Requirements

- ▶ Emphasize **abstinence and contraception** for the prevention of pregnancy and sexually transmitted infections for the target population
- ▶ **Replicate evidence-base** effective programs or **substantially incorporate elements of effective programs** proven to be such by rigorous scientific research
- ▶ Develop **Logic Model**, to include program-specific goals and objectives
- ▶ Provide **informational and support activities** that emphasize abstinence and contraception
- ▶ Utilize **age-appropriate and medically accurate** models
- ▶ Maintain **fidelity** to the model(s)
- ▶ Collect and report **performance measurement** data
- ▶ Adhere to **evaluation** expectations
- ▶ Attend **Annual Meetings**
- ▶ Participate in **Quarterly Conference Calls/Webinars hosted by the project officer**

General Questions



The Post-Award State Plan

Required Documents

- ▶ Abstract (maximum of 500 words)
- ▶ Transmittal – Cover Letter signed by Authorized Representative
- ▶ SF-424 - Application for Federal Assistance (as applicable to note changes)
- ▶ SF424A – Budget Information Non-Construction Programs
- ▶ Budget and Budget Narrative
- ▶ SF-P/PSL - Project/Performance Site Location
- ▶ Table of Contents
- ▶ Program Narrative
- ▶ Appendix

Abstract

- Project Title
- Service Area
- Name of Grantee
- Address of Grantee
- Web Address of Grantee
- Award Amount
- Project Director/Primary Contact
 - ▶ Name
 - ▶ Phone
 - ▶ Fax
 - ▶ Email Address
- Program Model(s)
- Overview of the Plan

Post-Award State Plan Narrative

- ▶ **Goal Statement**
- ▶ **Updated Need Statement**
- ▶ **Target Population**
- ▶ **Program Management**
- ▶ **Program Plan/Approach**
- ▶ **Models to be Replicated/Implementation Strategy**
- ▶ **Sub-Awardee Involvement**
- ▶ **Collaborations and Stakeholder Participation**

CRITERIA FOR REVIEWING PLANS

- ▶ Post-Award State Plans will be reviewed in accordance with the criteria as indicated in Section IV of the Funding Opportunity Announcement
- ▶ Decisions regarding the approval of the plans, with or without the requirement for modifications, will be provided to grantees via written notification

Formatting of State Plan

- ▶ Maximum of 90 pages – including the appendix
- ▶ Double spaced - 8 1/2" x 11" paper - 12" font
- ▶ Single sided and numbered pages
- ▶ Original and 2 copies
- ▶ Curriculum to be provided to a T/TA contractor for Medical Accuracy Assessment after the review of the State Plan

Post-Award State Plan Timeline FY2010 Grants

- ▶ **Due Date: February 1, 2011 (Plans may be submitted on or before the due date.)**
- ▶ **Federal Review Period: February 1, 2011 through June 6, 2011**
- ▶ **Approval Decision: by June 6, 2011**
- ▶ **Implementation Period: Approval Decision Date through 9/30/2012**

General Questions



Administrative and Fiscal Requirements for Grantees

Role of Program Office

- Review Applications, State Plans and Programmatic Reports
- Respond to programmatic and technical aspects of the grant
- Ensure the amounts to be awarded to grantees are consistent with current statutory requirements
- Monitor grantee performance

Program Specialist/Project Officer

- ▶ Contact for all programmatic issues associated with the grant
 - Review changes in project scope
 - Review Budget Revisions
 - Review and approve changes in **key staff positions** (notification via letter and copy of replacement staff resume)
 - Review of letter of intent/program modifications
 - Conduct monitoring and site visits
 - Review of program progress and financial reports
 - Review of programmatic requirements (i.e. medical accuracy)

Role of Grants Management Office

- ▶ Official signatory for obligating federal grant funds and all grant business
- ▶ Provide payment information to the Division of Payment Management (DPM), Program Support Center (PSC)
- ▶ Ensure applications comply with applicable business and non-programmatic statutory and regulatory requirements
- ▶ Monitor all business/financial transactions on grants for compliance to Federal Regulations (including interpretation of Federal Regulations)
- ▶ Maintain official grant files for individual grant awards

Grants Specialist

- ▶ Negotiates and issues all mandatory and discretionary grant awards
- ▶ Issuance of Financial Assistance Award (FAA), Notice of Award (NOA) and Terms and Conditions document
- ▶ Processing of budget changes
- ▶ Assures that both the program office and grantees fulfill all requirements of laws, regulations and policies

OMB Circulars and Federal Regulations

▶ Office of Management and Budget (OMB) Circulars

- **A-110 (2 CFR 215): Uniform Administrative Requirements for Grants and other agreements with Institutions of Higher Education, Hospitals and other Non Profit Organization**
- **A-122 (2 CFR 230): Cost Principles for Non Profit Organizations**
- **A-133: Audits for States, Local, Governments, and Non Profit Organizations**

<http://www.whitehouse.gov/omb/circulars/>

▶ Title 45 Code of Federal Regulations (CFR) Parts 74 and 92

<http://www.gpoaccess.gov/cfr/retrieve.html>

Title 45 CFR Part 87

- ▶ **Organizations that receive direct financial assistance from the Department of Health and Human Services may not engage in inherently religious activities, or proselytization, as part of the programs or services funded.**

Financial Reporting Requirements

- ▶ **Financial Status Reports (SF-269's) are due 30 days after the end of the second and fourth quarters of the budget period (every six months).**
 - **Start date: 9/30/2010**
 - ▶ **Period: 9/30/2010 to 9/29/2012**
 - ▶ **1st Report: Due 4/30/2011 (covers 9/30-3/31)**
 - ▶ **2nd Report: Due 10/31/ 2011 (covers 4/1-9/29)**
 - ▶ **3rd Report: Due 4/30/2012 (covers 9/30 -3/31)**
 - ▶ **4th Report: Due 10/31/2012 (covers 4/1 – 9/29)**
- ▶ **A final SF-269 is due 90 days after the end of the project period. This financial status report and the Payment Management System (PMS) expenditures report for the reporting period must reconcile. For the report to be considered final, all unliquidated obligations must have been paid and \$-0- entered on line 10(k) of the final Financial Status Report.**
- ▶ **The federal grant award number should be indicated on all reports.**

Performance Progress Reports

- ▶ **Performance Progress Reports are due 30 days after the end of each 6 month period of the budget cycle.**
 - **1st Report: Due 4/30 (covers 9/30 - 3/31)**
 - **2nd Report: Due 10/31 (covers 4/1 – 9/29)**
 - **3rd Report: Due 4/30 (covers 9/30 -3/31)**
 - **4th Report: Due 10/31 (covers 4/1 – 9/29)**
- ▶ **A final Performance Progress Report is due 90 days after the end of the project period.**

Performance Progress Reports

- ▶ **Cover Page (include Grant Document #)**
- ▶ **Program Indicators**
 - **Major activities and accomplishments during this period**
 - **Problems**
 - **Significant findings and events**
 - **Dissemination activities**
 - **Other Activities**
 - **Activities planned for next reporting period**

Yearly Continuation of Project

- **Letter of Intent must address:**
 - ▶ **Grant Document Number (1001-*State Abbreviation*-PREP)**
 - ▶ **Level of refunding (i.e. allotment)**
 - ▶ **Description of changes to the previously approved plan**
 - ▶ **Corrective Action update, as applicable and as requested**
- **Addendum Documents**
 - ▶ **Submission of modifications of changes to any aspect of the original application (FY2010 or FY2011), to include SF-424, SF-424A, budget, budget narrative, SF-P/PSL, and lobbying certification.**
- **Letter of Intent to be submitted via mail to:**

Attn: LeBretia White

**U. S. Department of Health and Human Services
Administration for Children and Families
Family and Youth Services Bureau/State PREP
1250 Maryland Avenue, SW, Suite 8312
Washington, DC 20024**

 - ▶ **Signed by Authorized Representative as indicated on the Grant Application (SF-424)**

Letter of Intent

➤ **FYSB will provide written notification to grantees on the due date and instructions for submitting a letter of intent.**

➤ **FYSB Request for Letter of Intent: July 2011**

➤ **Grantees are to submit the letter of intent and other required documentation to FYSB on or before the due date indicated in the FYBS' notification.**

➤ **Letter of Intent Submission Due Date:**

After the Post-Award State Plan has been approved and no later than 8/30/2011

FY2012 through FY2015 Funding

- ▶ If a State does not submit an application in FY 2010 or FY 2011, the State is ineligible to apply for funds from the amounts allotted for each of the fiscal years FY 2012 through FY 2014.
- ▶ Allocations not awarded to States in FY 2010 and FY2011 will be utilized to award discretionary grants to local organizations and entities for the same purpose and in the same States.

Budget Revisions

▶ 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

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

▶ Budget and Budget Narrative Documents

- **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.
- **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 revised budget items directly relate to the completion of project activities. The budget narrative should specifically address only line items impacted by the shift in funds.

Submit Reports and Requests to:

Nathaniel Morris West, Grant Specialist

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
Division of Mandatory Grants
370 L'Enfant Promenade, SW 6th Floor
Washington, D.C. 20024
202-401-5540

LeBretia White, Program Analyst

U.S. Department of Health and Human Services
Administration for Children and Families
Family and Youth Services Bureau
1250 Maryland Ave, SW, 8312
Washington, D.C. 20024
202-205-9605

Billing – Division of Payment Management

- ▶ Review New Recipient Info document
(See Handout)
- ▶ Draw down funds through the Division of Payment Management (DPM) website – <http://www.dpm.psc.gov>
- ▶ Contact DPM at 877-614-5533 for payment questions.

Payment Management System (PMS)

Grantees are responsible for:

- ▶ Executing grants,
- ▶ Maintaining minimum federal cash on hand by requesting funds from the Payment Management System only for immediate disbursement,
- ▶ Reporting cash disbursements to the Payment Management System, and
- ▶ Maintaining their own accounting records of federal and non-federal share funding.

Grant Website Resources

- ▶ **OMB Circulars:**
<http://www.whitehouse.gov/omb/circulars/index.html>
- ▶ **Code of Federal Regulations:**
<http://www.gpoaccess.gov/cfr/index.html>
- ▶ **Division of Payment Management:**
<http://www.dpm.psc.gov/>
- ▶ **Link to the forms**
http://www.acf.hhs.gov/grants/grants_resources.html

Federal Teen Pregnancy Prevention Resources

- ▶ **Family and Youth Services Bureau Website – FYSB Programs – Teen Pregnancy Prevention**
<http://www.acf.hhs.gov/programs/fysb/index.htm>
- ▶ **National Clearinghouse for Families and Youth (NCFY)**
<http://ncfy.acf.hhs.gov/>
- ▶ **Center for Disease Control and Prevention**
<http://www.cdc.gov/TeenPregnancy/PreventTeenPreg.htm>
- ▶ **Office of Adolescent Health – Teen Pregnancy Prevention**
<http://www.hhs.gov/ash/oah/prevention/index.html>
- ▶ **Office of Adolescent Health Programs for Replication – Intervention Implementation Reports**
<http://www.hhs.gov/ash/oah/prevention/research/programs/index.html>
- ▶ **Office of Adolescent Health Description of Tier 2 Grants**
http://www.hhs.gov/ash/oah/prevention/grantees/research_2010_projects.html
- ▶ **Find Youth Info.gov – Federal Interagency Working Group on Youth Programs (IWGYP)**
<http://www.findyouthinfo.gov/index.shtml>

General Information

▶ Information to be posted on the FYSB Internet Website

(<http://www.acf.hhs.gov/programs/fysb/>)

▶ Guidance Documents

- Budget Guidance
- Grantee Reporting Timeline
- Project Calendar
- Performance Progress Report
- Frequently Asked Questions (FAQs)

▶ Resources

- PREP Grantee Directory
- Pregnancy Prevention Related Websites

FYSB Internet

<http://www.acf.hhs.gov/programs/fysb/index.htm>

Family and Youth Services Bureau - Microsoft Internet Explorer

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FAMILY AND YOUTH SERVICES BUREAU **Acting Associate Commissioner Debbie Powell**



Family and Youth Services Bureau

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ACF FRAUD ALERT HOTLINE

1 (888) 289-8442
If you have any information about possible fraud, waste or the misuse of federal funds, please help us

Find Funding

- [Funding Opportunities](#)
- [Grant Awards](#)
- [Appropriations](#)
- [Locate Grantees](#)

Get Grantee Resources

- [Managing Federal Grants](#)
- [Policy Guidance](#)
- [Reports/Research](#)
- [Resources/Publications](#)
- [Standard Form Tutorials](#)

Need Help?

- [National Runaway Switchboard](#)
1-800-RUNAWAY (786-2929)
- [National Domestic Violence Hotline](#)
1-800-799-SAFE (7223)
- [National Online Resource Center on Violence Against Women](#)

This Just In

[Secretary Sebelius Speaks Out About Bullying: 'It Gets Better'](#)



What's New

[November is National Runaway Prevention Month.](#)



New Teen Pregnancy Prevention Programs!

Explore FYSB Programs

- [Runaway and Homeless Youth](#)
- [Demonstration Projects](#)
- [Family Violence Prevention & Services](#)
- [Mentoring Children of Prisoners](#)
- [Teen Pregnancy Prevention](#)
- [Special Initiatives](#)

Discover PYD

- [Positive Youth Development](#)
- [Resources](#)
- [Putting PYD Into Practice](#)
- [Podcasts & Multimedia](#)

Learn About FYSB

- [Mission \(en español\)](#)
- [History \(en español\)](#)
- [Fact Sheets \(en español\)](#)
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FYSB Internet - Locate Grantees

Family and Youth Services Bureau - Microsoft Internet Explorer

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Address <http://www2.ncfy.com/locate/index.htm> Go

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Home

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Related Sites

- Find Youth Info
- Human Trafficking
- 4Parents.gov
- Grants.gov
- National Clearinghouse on Families & Youth

Map of the United States divided into ACF regions.

Region 1	Region 6
Region 2	Region 7
Region 3	Region 8
Region 4	Region 9
Region 5	Region 10

U.S. Virgin Islands

start F:\TPP... Inbox ... PREP ... AEGP ... PREPd... Family ... My Documents >> Internet 6:59 PM

Teen Pregnancy Prevention Webpage

FYSB Teen Pregnancy Prevention - Microsoft Internet Explorer

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Address http://www.acf.hhs.gov/programs/fysb/content/programs/tpp.htm Go

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 **U.S. Department of Health and Human Services**
Administration for Children & Families

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FAMILY AND YOUTH SERVICES BUREAU **Acting Associate Commissioner Debbie Powell**

Teen Pregnancy Prevention Program (TPP)

State Personal Responsibility Education Program (PREP) <ul style="list-style-type: none">Statutory Authority and Purpose2010 AwardsState PREP Grantee Directory	Title V State Abstinence Program (SAP) <ul style="list-style-type: none">Statutory Authority and Purpose2010 AwardsTitle V State Abstinence Grantee DirectoryGuidance Documents
Personal Responsibility Education Program Innovative Strategies (PREIS) <ul style="list-style-type: none">Statutory Authority and Purpose2010 AwardsSummary of PREP Innovative Strategies Programs Funded in FY2010PREP Innovative Strategies Grantee Directory	Teen Pregnancy Prevention General Information <ul style="list-style-type: none">Teen Pregnancy Prevention ResourcesLocate a Teen Pregnancy Prevention ProgramNational Clearinghouse on Families and Youth (NCFY)

Download [FREE Adobe Acrobat® Reader™](#) to view PDF files located on this site.

Trusted sites

start Program Office: ... FYSB Teen Preg... F:\TPP\Orientation Microsoft Power... My Documents 1:38 PM

Guidance: Project Calendar

The screenshot shows a Microsoft Word document titled "PREP Project Calendar.doc". The document content is centered and reads "State PREP Project Calendar FY2010 Awarded Grantees". Below this title is a table with two columns: "Date" and "Event/Activity". The table contains the following data:

Date	Event/Activity
February 1, 2010	Post-Award State Plan Due Date
June 6, 2010	Post-Award State Plan Approval Decisions by FYSB
July 2011	Notification and Instructions from FYSB on the submission of Letter of Intent
August 30, 2011	Letter of Intent for FY2011 and/or FY2012 Funding
February 2011	Quarterly Conference Call
April 30, 2011	Semi-Annual Progress Report Financial Status Report (SF269)
May 2011	Quarterly Conference Call
July or August of 2011 (TBD)	Annual Meeting – Location TBD
September 30, 2011	Award of FY2011 Funding

The screenshot also shows the Microsoft Word interface, including the ribbon (File, Edit, View, Insert, Format, Tools, Table, Window, Live Meeting, Help), the status bar (Page 1, Sec 1, 1/1, At 2.7", Ln 9, Col 8), and the Windows taskbar at the bottom with the Start button and several open applications.

Guidance: Grantee Reporting Timeline

Grantee Reporting Timeline PREP-10.10.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Live Meeting Help

Type a question for help

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Final Showing Markup Show

**State Personal Responsibility Education Program (PREP)
Grantee Reporting Requirements Time Line
Budget Period: FY 2010 and FY 2011**

Grant Number: 1001_ _PREP

Program Specialist: LeBretia White 202-205-9605 lebretia.white@acf.hhs.gov
 Grant Specialist: Morris West 202-401-1230 nathaniel.west@acf.hhs.gov

Program Officer Mailing Address: Grant Officer Mailing Address:
 ATTN: Project Officer ATTN: Grant Specialist
 Family and Youth Services Bureau Office of Grants Management
 1250 Maryland Ave., SW, Rm. 8312 370 L'Enfant Promenade, SW, 6th Floor
 Washington, DC 20024 Washington, DC 20447
 Fax: 202-205-9535 Fax: 202-401-1230

Due Date	What's Due	Project Period Covered	Submit
February 1, 2011	Post Award State Plan (SF-424)	8/2/2010 to 9/30/2012	<ul style="list-style-type: none"> Original and two copies mailed to Program Specialist
March 30, 2011	Letter of Intent	9/30/2011 to 9/30/2013	<ul style="list-style-type: none"> Original mailed to Program Specialist
April 30, 2011	Semi- annual Program Progress	9/30/2010 - 3/31/2011	<ul style="list-style-type: none"> Original mailed, faxed or emailed to Program Specialist

"Grantee Reporting Timeline PREP-10.10.doc": 3,068 characters (an approximate value).

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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.

Guidance: Performance Progress Report

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

Type a question for help

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Final Showing Markup Show

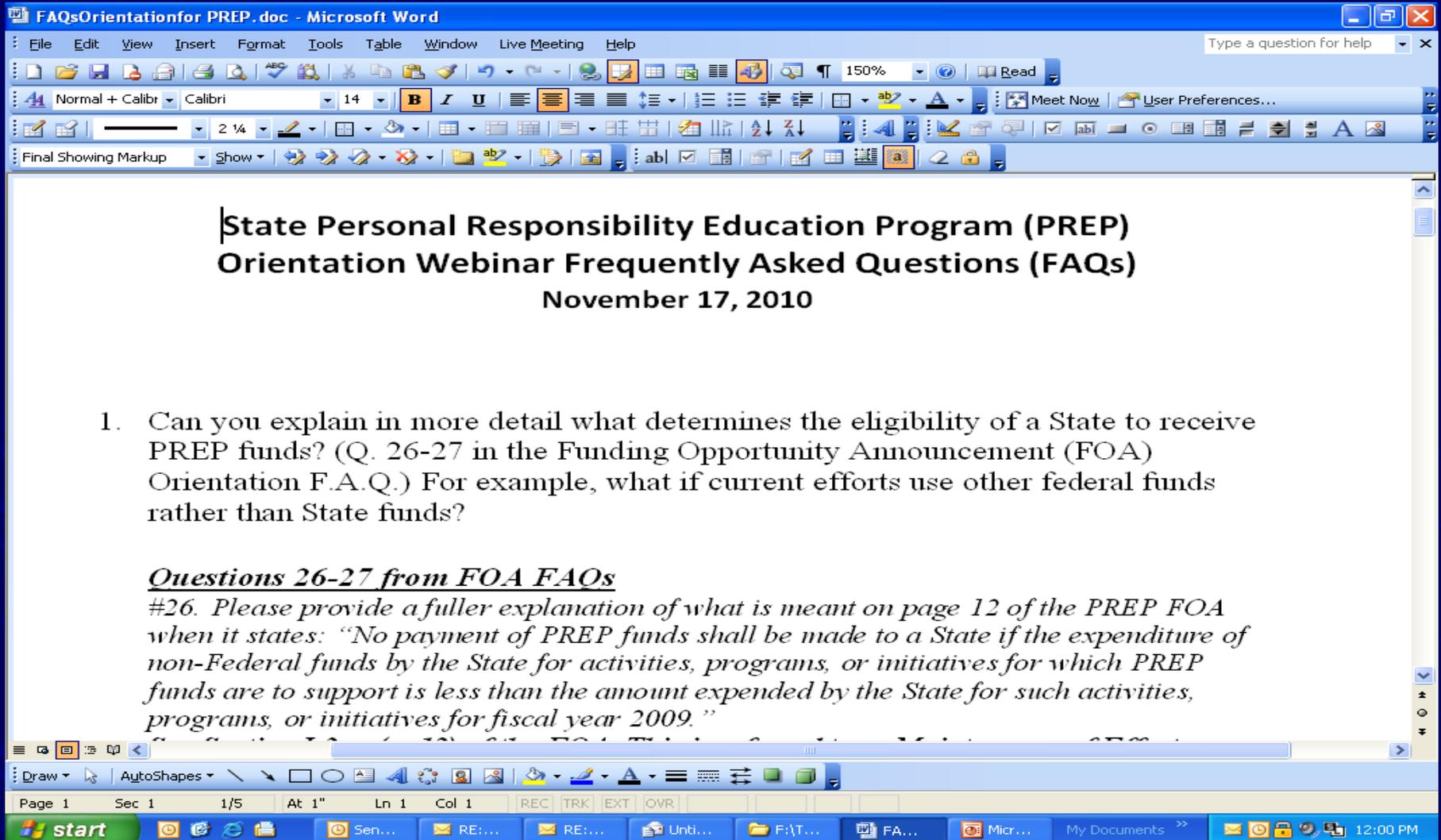
ACF PERFORMANCE PROGRESS REPORT
COVER PAGE
ACF-OGM-SF-PPR

		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			

Page 1 Sec 1 1/6 At 1.2" Ln 1 Col 1 REC TRK EXT OVR

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PREP Webinar FAQs



**State Personal Responsibility Education Program (PREP)
Orientation Webinar Frequently Asked Questions (FAQs)
November 17, 2010**

1. Can you explain in more detail what determines the eligibility of a State to receive PREP funds? (Q. 26-27 in the Funding Opportunity Announcement (FOA) Orientation F.A.Q.) For example, what if current efforts use other federal funds rather than State funds?

Questions 26-27 from FOA FAQs

#26. Please provide a fuller explanation of what is meant on page 12 of the PREP FOA when it states: "No payment of PREP funds shall be made to a State if the expenditure of non-Federal funds by the State for activities, programs, or initiatives for which PREP funds are to support is less than the amount expended by the State for such activities, programs, or initiatives for fiscal year 2009."

State PREP Grantee Directory

State PREP Grantee Directory

A

State: AK
Grantee: State of Alaska Department of Health
and Social Services, Division of Public Health
Authorized Rep: Stephanie Birch
Phone: 9073342424
Email: stephanie.wrightsman-birch@alaska.gov
Contact Person: Sophie Wenzel
Phone: 9072693466

Resources: Pregnancy Prevention Websites

The image shows a screenshot of a Microsoft Word document titled "TPP Resources.doc". The document content is as follows:

Teen Pregnancy Prevention Resources

Table of Contents

- 1) Adolescent Sexuality, Pregnancy, STIs and HIV
 - b) Websites for Teens
- 2) Cultural Competency
 - b) General Cultural Competence
 - c) Specific to African-American Communities
 - d) Specific to Latino Communities
 - e) Specific to Asian Communities
 - f) Specific to Native-American Communities
 - g) Specific to Gay and Lesbian Teens
- 3) Online Data Resources on Adolescent Reproductive Health
 - b) Original Sources of Data
 - c) Resources that Synthesize and Interpret Data
 - d) Suggestions for Obtaining Published Local Adolescent Reproductive Health Data
- 4) Program Assessment, Planning and Evaluation
 - b) Program Planning and Assessment
 - c) Program Evaluation
 - d) Logic Models
 - e) Conducting Focus Groups
 - f) Conducting Surveys
 - g) Measures
 - h) Other

The screenshot also shows the Microsoft Word interface, including the ribbon (File, Edit, View, Insert, Format, Tools, Table, Window, Live Meeting, Help), the status bar (Page 1, Sec 1, 1/46, At 5.6", Ln 21, Col 22, REC, TRK, EXT, OVR), and the Windows taskbar at the bottom with the Start button and several open applications.

Other Resources

- ▶ Webinar Presentation/Recording
 - “This Just In” heading of FYSB Internet <http://www.acf.hhs.gov/programs/fysb/>
- ▶ General Resource Listing and Guidance Documents
 - <http://www.acf.hhs.gov/programs/fysb/>

Labeling of Documents/Emails

In the Subject or RE Line indicate the following on all emails and correspondence:

- ▶ **Name of Grantee**
- ▶ **Grant Document Number**

Questions and answers...

Thank you for your participation!