

State Personal Responsibility Education Program (PREP)

Quarterly 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

April 27 and April 28, 2011

*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.



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
- Brief Review of Program Requirements
- Status of Post-Award State Plans
- Training and Technical Assistance Services
- Letters of Intent and FY 2011 Funding
- Annual Meeting and Regional Trainings
- Sub-Awardee Agreements Submissions
- Upcoming Reports
 - Performance Progress Reports
 - Financial Status Reports
- Budget Revisions
- State PREP Grantee Directory
- Future Grantee Conference Calls

Presenters

- LeBretia White, Project Officer
 - *Family and Youth Services Bureau*
- Valerie Boykin, T/TA Project Manager
 - *Olé Professional Services*
- Sarah Axelson, Project Officer
 - *Family and Youth Services Bureau*

PREP Federal Staff

Acting Associate Commissioner: Debbie Powell

Division Director: Marc Clark

Project Officer: LeBretia White

Project Officer: Griffin Mulcahey

Project Officer: Sarah Axelson

Grant Specialist: Nathaniel Morris West

T&TA Contractor: Interim – Olé Professional
Services

Review of Program Requirements

Review of Program Requirements

- ▶ Emphasize abstinence and contraception for the prevention of pregnancy and STIs for the target population
- ▶ Replicate evidence-based effective programs or substantially incorporate elements of effective programs proven to be such by rigorous scientific research
- ▶ Maintain and document fidelity to the selected models

Program Requirements (Cont.)

- ▶ Ensure that information provided is age-appropriate and scientifically and medically accurate
- ▶ Implement a minimum of 3 (of 6) Adulthood Preparation Subjects
- ▶ Develop a Logic Model that includes program-specific goals and objectives

Program Requirements (Cont.)

- Collect and report performance measurement data
- Adhere to evaluation expectations
- Attend Annual Meetings
- Participate in quarterly conference calls/webinars hosted by the project officers

Status of Post-Award State Plans and Conditional Approval Forms

Post-Award State Plans (PASPs)

- 44 of 46 State Plans have been received, reviewed and conditionally approved
- Final Approval notifications will be provided within 45 days of receipt of Conditional Approval Responses

Conditional Approval Forms (CAFs)

- Approval Letters and CAFs were forwarded via mail and email
- Responses to CAFs
 - Submit responses via email to LeBretia White

Notification Date	Response Due Date
March 15, 2011	May 17, 2011
March 31, 2011	May 31, 2011
April 14, 2011	June 14, 2011

- Funding restrictions lifted on all awards made on September 27, 2010 to States that have submitted PASPs
- T/TA Providers will assist with the review of the responses and FYSB will provide final approval

Training and Technical Assistance Services

Training and Technical Assistance (T&TA)

- Olé Professional Services is providing Project Management for T&TA to all Sites
- Duties include:
 - Coordinating PASP reviews
 - Maintaining and sharing resources
 - Coordinating referrals to experts
 - Coordinating T&TA activities
 - Tip Sheets
 - Webinars
 - Regional Trainings
 - Annual Meeting

T&TA Providers

- Three national organizations are under contract with Olé to provide T&TA to the States and sub-awardees
 - ETR Associates
 - Healthy Teen Network
 - The National Campaign to Prevent Teen and Unplanned Pregnancies
- Areas of focus include:
 - Staffing
 - Participant Identification, Recruitment and Engagement
 - Planning and Program Management
 - Evidence-Based Initiatives

T&TA Support to the Post-Award State Plan Review Process

- 44 State plans reviewed and approved with conditions
- TA is made available to all States to provide guidance, as needed, to respond to the conditional approval
- Off-site TA is available for 4–8 hours; additional time may be requested, as needed and is subject to FYSB approval
- Conditional Approval Form responses will be reviewed and approved by FYSB

T&TA Activities / Dates

- Tip Sheet / Webinar / Regional Training Topics
 - Adult Preparation Subjects Resource Guide (May 4, 2011 @ 3 pm EST)
 - Logic Model
 - Fidelity Monitoring
 - State Level Project Oversight and Training
 - Adaptations to Evidence Based Models
 - Medical Accuracy Reviews
 - Providing Services to Pregnant and Parenting Youth
 - Adolescent Reproductive Health
- Regional Trainings (July – November 2011)

Olé T&TA Contact Information

- Valerie Boykin – T&TA Project Manager
 - vboykin@oleproservices.com
- Laura Caldwell–Aden – T&TA Assistant Project Manager
 - lcaldwell-aden@oleproservices.com
- Jackie Baker – Project Consultant
 - jackie.baker@acf.hhs.gov
- Jae'Mie Hughes – Project Associate
 - jhughes@oleproservices.com

General Questions



FY 2011

Funding

Letter of Intent for FY 2011 Funding & FY 2011 Allocations

- Grantees are to submit LOIs after PASPs have been fully approved and no later than June 30, 2011
- FY 2011 allocations can be found in the Appendix section of the modified State PREP FOA at <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2010-ACF-ACYF-PREP-0125>

Letter of Intent Requirements

- Letter of Intent must include the following:
 - Indicate State's desire to continue State PREP project with FY 2011 funding
 - Be signed by Authorized Representative
 - Provide general description of changes to the approved FY 2010 PASP, if applicable
- State must also complete and submit the following:
 - SF-424 to be signed by Authorized Representative
 - SF-424 (Item #8f Application/Primary Contact and item # 21 Authorized Representative cannot be the same person)
 - SF-424B Assurance document that must be signed by the new Authorized Representative, if the Authorized Representative has changed since the PASP submission
 - Updated plan to implement State PREP program, if changes are anticipated for use of FY2011 funding

Letter of Intent Submission

- 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)
- FY 2011 Funds will be awarded by September 30, 2011
- Locate Federal Forms at:
<http://www.acf.hhs.gov/grants/open/foa/view/HHS-2010-ACF-ACYF-PREP-0125>

General Questions



Annual Meeting

Annual Grantee Meeting

- First Annual Meeting: Spring 2012 (Date TBD)
- 2 staff required to attend
- 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 business
 - Learn new strategies and information based on evidenced-based findings in the field

Regional Trainings

Regional Trainings

- Tentative schedule to be provided by the end of May 2011
 - Trainings will be offered between the months of July and November 2011
- Trainings will be conducted in close proximity to each of the 4 Regions: West, Mid–West, East and South

Sub-Awardee Agreements



Grantees are not required to submit Sub-awardee agreements to FYSB.

Performance

Progress Reports

Performance Progress Reports (PPRs)

- Due 30 days after the end of each 6-month period of the budget cycle
 - First Report due 10/31/2011
 - (covers 9/30/2010 – 9/29/2011)
 - Second Report due 4/30/2012
 - (covers 9/30/2011 – 3/30/2012)
 - Third Report due 10/31/2012
 - (covers 4/1/2012 – 9/29/2012)
- Complete and submit the performance progress report using the PPR form (as outlined in State PREP FOA – Appendix)
 - Electronic submission through the Online Data Collection system (Additional instructions to be provided by FYSB)

Performance Progress Reports

- Cover Page
 - Include Grant Document # 1001 (*State Abbreviation*)PREP
 - Do not complete gray shaded areas
- Program Indicators
 - Major activities and accomplishments during this period
 - Issues or challenges
 - Significant findings and events
 - Organizational issues
 - Technical assistance and training
 - Activities planned for next reporting period

Guidance: Performance Progress Reports

See FYSB Internet Site on Teen Pregnancy Prevention Programs:

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

The image shows a Microsoft Word document titled "PPR-PREP-Cover and Semi Annual Report Form.doc". The document is a form for an "ACF PERFORMANCE PROGRESS REPORT COVER PAGE ACF-OGM-SF-PPR". The form is divided into several sections:

- Page** and **of Pages** (blank)
- 1. Federal Agency and Organization Element to Which Report is Submitted** (blank)
- 2. Federal Grant Number** (blank)
- 3a. DUNS** (blank)
- 3b. EIN** (blank)
- 4. Recipient Organization (Name and complete address including zip code)** (blank)
- 5. Recipient Identifying Number or Account Number** (blank)
- 6. Project/Grant Period** (Start Date: (MM/DD/YY), End Date: (MM/DD/YY)) (blank)
- 7. Reporting Period End Date** (MM/DD/YY) (blank)
- 8. Final Report?** (Yes , No)
- 9. Report Frequency** (annual , quarterly , semi-annual , other) (If other, describe: _____)
- 10. Performance Narrative** (large greyed-out text area)

The Microsoft Word interface includes the ribbon (File, Edit, View, Insert, Format, Tools, Table, Window, Live Meeting, Help), a toolbar, and a status bar at the bottom showing "Page 1 Sec 1 1/6 At 1.2" Ln 1 Col 1". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, F:\TP..., HHS a..., F:\TP..., PPR-P...), and the system clock showing 9:28 AM.

General Questions



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 9/27/2010 through 9/30/2011
- SF-425 Due: **December 30, 2012** for entire obligation and liquidation period (8/2/2010 through 12/30/2012)
- Per Terms and Conditions – 2010 awarded funds must be obligated by 9/30/2012 and liquidated no later than 12/30/2012

	FY2010	FY2011	FY 2012	FY2013	FY2014
Budget Period	9/27/2010 to 9/30/2011	9/29/2011 to 9/30/2012	9/29/2012 to 9/30/2013	9/29/2013 to 9/30/2014	9/29/2014 to 9/30/2015
Obligate by	9/30/2012	9/30/2013	9/30/2014	9/30/2015	9/30/2016
Liquidate by	12/30/2012	12/30/2013	12/30/2014	12/30/2015	12/30/2016

Budget Revisions

Re-budgeting 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 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
- Budget and Budget Narrative
 - [Link to modified State PREP FOA: http://www.acf.hhs.gov/grants/grants_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)

Budget Revisions

- 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.

Submit Reports and Requests to:

LeBretia White, Project Officer

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

Lebretia.white@acf.hhs.gov

202-205-9605

Sarah Axelson, Project Officer

U.S. Department of Health and Human Services
Administration for Children and Families
Family and Youth Services Bureau
1250 Maryland Ave, SW, Rm. 8317
Washington, D.C. 20024

Sarah.axelson@acf.hhs.gov

202-401-6968

Billing – Division of Payment Management

- ▶ Review New Recipient Info document
- ▶ 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 PMS only for immediate disbursement
- Reporting cash disbursements to the PMS
- 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

State PREP

Grantee Directory

State PREP Grantee Directory

PREP Innovative Strategies Grantees

AK - State of Alaska Department of Health and Social Services, Division of Public Health

	Name	Title	Phone	Email Address
Authorized Representative	Stephanie Birch	Section Chief, Women's, Children's, and Family's Health	907-334-2424	stephanie_wrightsmen-birch@alaska.gov
Primary Contact	Sophie Wenzel	Adolescent Health Program Manager	907-269-3466	sophie.wenzel@alaska.gov
Program Director/Manager				
Secondary State Contact				
Tertiary State Contact				

AL - Alabama Department of Public Health

	Name	Title	Phone	Email Address
Authorized Representative	Donald Williamson	State Health Officer	334-206-5200	sho@adph.state.al.us
Primary Contact	Sandy Powell	Director, Alabama Personal Responsibility Education Program	334-206-5050	sandy.powell@adph.state.al.us
Program Director/Manager				
Secondary State Contact				
Tertiary State Contact				

AR - Arkansas Department of Health

	Name	Title	Phone	Email Address
Authorized Representative	Robert Bennett	Agency Chief Fiscal Officer	501-280-4201	robert.bennett@arkansas.gov
Primary Contact	Sharon Ashcraft	Section Chief, Women's Health	501-280-4518	sharon.ashcraft@arkansas.gov
Program Director/Manager				
Secondary State Contact				
Tertiary State Contact				

AZ - Arizona Department of Health Services

	Name	Title	Phone	Email Address
Authorized Representative	Will Humble	Director	602-542-1140	will.humble@azdhs.gov
Primary Contact	Dorothy Hastings	Education Section Manager	602-364-1400	dorothy.hastings@azdhs.gov
Program Director/Manager				
Secondary State Contact				
Tertiary State Contact				

CA - State of California/California Department of Public Health/Office of Family Planning

Grantee

Conference Calls

General Reminder: Labeling Documents/Emails

- In the Subject or RE: line indicate the following:
 - Name of Grantee/Name of State
 - Grant Document Number 1001 (*State Abbreviation*)PREP

Questions and Answers



**Thank you for your
participation!**