7541 DEPARTMENT OF HEALTH AND HUMAN SERVICES

AGENCY: Office of the Assistant Secretary for Health, Office of Adolescent Health

FUNDING OPPORTUNITY TITLE: Announcement of Availability of Funds for Replication of Programs Proven Effective through Rigorous Evaluation to Reduce Teenage Pregnancy, Behavioral Risk Factors Underlying Teenage Pregnancy, or Other Associated Risk Factors (Tier 1) – Phase I

ACTION: Notice

ANNOUNCEMENT TYPE: INITIAL COMPETITIVE COOPERATIVE AGREEMENT

FUNDING OPPORTUNITY NUMBER: AH-TP1-19-001

CFDA NUMBER: 93.297

CFDA PROGRAM: TEEN PREGNANCY PREVENTION PROGRAM

DATES:

Technical Assistance:

A technical assistance webinar for potential applicants will be held on March 4, 2019 at 2:30pm ET. Please visit https://www.hhs.gov/ash/oah/grant-programs/funding-opportunities/index.html for webinar logistics.

We recommend you review the entire announcement promptly so you can have any questions answered well in advance of the application due date. We also recommend you subscribe to this announcement in Grants.gov so you receive any amendments, question and answer documents, or other updates.
Applications: Your application is due April 15, 2019 by 6 p.m. Eastern Time. To receive consideration, you must submit your application electronically via Grants.gov no later than this due date and time. If you do not submit your application by the specified deadline, we will return it to you unread. You must submit electronically via Grants.gov unless you obtain a written exemption from this requirement 2 business days in advance of the deadline from the Director, HHS/Office of the Assistant Secretary for Health (OASH) Office of Grants Management (OGM). To obtain an exemption, you must request one via email from the HHS/OASH OGM, and provide details as to why you are technologically unable to submit electronically through Grants.gov. Your request should be submitted at least 4 business days prior to the application deadline to ensure your request can be considered prior to 2 business days in advance of the deadline. If you request an exemption, include the following in your e-mail request: the HHS/OASH announcement number; your organization's DUNS number; your organization’s name, address and telephone number; the name and telephone number of your Authorizing Official; the Grants.gov Tracking Number (for example, GRANT####) assigned to your submission; and a copy of the "Rejected with Errors" notification from Grants.gov. Send the request with supporting documentation to ogm.oash@hhs.gov. Note: failure to have an active System for Account Management (SAM) registration prior to the application due date will not be grounds for receiving an exemption to the electronic submission requirement. Failure to follow Grants.gov instructions to ensure software compatibility will not be grounds for receiving an exemption to the electronic submission requirement.

The HHS/OASH OGM will only accept applications via alternate methods (hardcopy paper via U.S. mail or other provider or PDF via email) from applicants obtaining prior written approval. If you receive an exemption, you must still submit your
application by the deadline. Only applications submitted through the Grants.gov portal or alternate format (hardcopy paper via U.S. mail or other service or PDF via email) with an approved written exemption will be accepted. See Section D.7 (“Other Submission Requirements”) for information on application submission mechanisms.

**To ensure adequate time to submit your application successfully, HHS/OASH recommends that you register as early as possible in Grants.gov** since the registration process can take up to one month. You must register an authorizing official for your organization. HHS/OASH does not determine your organization’s authorizing official; your organization makes that designation. For information on registering for Grants.gov, refer to [http://www.grants.gov](http://www.grants.gov) or contact the Grants.gov Contact Center 24 hours a day, 7 days a week (excluding Federal holidays) at 1-800-518-4726 or support@grants.gov.

**Your organization is strongly encouraged to register multiple authorized organization representatives in Grants.gov to ensure someone is available to submit your application.**

**EXECUTIVE SUMMARY:** The Office of Adolescent Health announces the availability of funds for Fiscal Year (FY) 2019 cooperative agreement awards under the authority of Division B, Title II of the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (Public Law No. 115-245). This notice solicits applications for Phase I Tier 1 projects to replicate programs that have been proven effective through rigorous evaluation to reduce teenage pregnancy, behavioral risk factors underlying teenage pregnancy, or other associated risk factors. Phase I Tier 1 projects will
identify how to bring effective programs to scale and build the knowledge base on understanding what elements/components/factors are important to program success.

The objective for Phase I funding is to establish project merit by demonstrating that the project is needed by the population/community, the participants like the program(s) being replicated, the program(s) is/are a good fit for the population, and there is community support for the project; to demonstrate the feasibility of effective program implementation by showing that the project is able to reach the intended number of participants, is implemented with quality, fidelity, and high rates of participant attendance and engagement; and to demonstrate the feasibility of the outcome evaluation plan and readiness to begin conducting the outcome evaluation by the end of Phase I. OAH is interested in projects that focus on addressing optimal health for all young people. Optimal health is a term that refers to the best possible outcomes for an individual’s physical, emotional and social health. Optimal health is integral to health promotion across a variety of health domains as it creates opportunities that open access to environments that make positive health practices the easiest choice. Addressing optimal health includes: weaving the goal of optimal health into all components of the project, clearly communicating that teen sex is a risk behavior, placing a priority on providing information and practical skills to assist youth in successfully avoiding sexual risk, and providing cessation support by providing affirming and practical skills for those engaged in sexual risk to make healthier and risk-free choices in the future.

For the purposes of this FOA, “project” refers to all activities funded by the grant (e.g., staffing, partnerships, program implementation, professional development, dissemination) whereas “program” refers an organized set of activities directed toward a common purpose or goal (e.g., curriculum). The grant funded project includes replication of one or more proven
effective programs. Phase I awards will have a ceiling of up to $500,000 per year for a period of 24 months (two 12-month budget periods). The anticipated project period is from 07/01/2019 through 06/30/2021. We anticipate awarding approximately 30 Phase I projects.

Phase II constitutes a separate competition and will be limited to those recipients who have successfully met the objectives for Phase I and can demonstrate the ability to conduct a rigorous impact evaluation in Phase II. Applicants should not confuse this research with that prescribed in the Tier 2 competition. The Department is requiring meritorious Phase 2, Tier 1 grantees to conduct rigorous research of their program in order to confirm or expand previous findings. The Department finds it beneficial to evaluate the replication of effective programs, since previous replications of evidence-based programs have often been unable to replicate the original, positive results. For example, a federal study of the effect of TPP replications from 2010-2014 showed that of the 37 conveyed results for a 2016 report, 73% either had no impact or had a negative impact on teen behavior, with some teens more likely to begin having sex, to engage in unprotected sex, or to become pregnant [1]. Very few positive results were sustained over time. Therefore, the Department finds this requirement for rigorous research to be consistent with the intent of Tier 1 funding in order to best help youth avoid pregnancy and other risk factors associated with teen sex. As noted below, the FY 2010 funding announcement for Tier 1 grants also required rigorous evaluation of Tier 1 replications. The clear statutory language in Division B, Title II of the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (Public Law No. 115-245) requires grantees to “replicat[e] programs that have been proven effective through rigorous evaluation to reduce teenage pregnancy, behavioral risk factors underlying teenage pregnancy, or
other associated risk factors” but does not preclude the Department from requiring certain grantees to evaluate the success of their replications.

By contrast, Tier 2 grantees are funded to implement “research and demonstration grants to develop, replicate, refine, and test additional models and innovative strategies for preventing teenage pregnancy” [Id.]. The overarching difference between Tier 1 and Tier 2 grants is the fact that Tier 1 programs have evidence of effectiveness and Tier 2 programs do not yet have evidence of effectiveness. However, the Department believes that both Tier 1 and Tier 2 grants should build the research on what constitutes replicable and successful programs that have consistently positive results. Such research will reveal the existence or lack of existence of research showing the effectiveness of the implemented program.

Funding for Phase II will be based on the success of the Phase I project, the merit and feasibility of the Phase II proposal, and the availability of funds. We anticipate Phase II awards will have a ceiling of $1,000,000 per year for two years. The anticipated project period for Phase II is from 07/01/2021 through 06/30/2023. OASH/OAH anticipates accepting Phase II applications in March 2021 subject to the availability of funds.

HHS/OASH encourages applicants to review all program requirements, eligibility information, application format and submission information, evaluation criteria, and other information in this funding announcement to ensure that its application complies with all requirements and instructions.
A. PROGRAM DESCRIPTION:

Purpose

The purpose of this funding opportunity announcement (FOA) is to replicate programs that have been proven effective through rigorous evaluation to reduce teenage pregnancy, behavioral risk factors underlying teenage pregnancy, or other associated risk factors. Phase I Tier I projects will identify how to bring effective programs to scale and build the knowledge base on understanding what elements/components/factors are important to broad program success.

Applicants should replicate one or more effective programs in a community(ies) and/or among populations identified by current federal statistical reports as being most vulnerable to teen pregnancy, STDs, multiple partners, and other risks associated with sexual activity. Applicants may also select a community(ies) and/or populations within the community that have not experienced declines in teenage pregnancy or other associated risk factors commensurate with national declines. Applicants are expected to propose to serve age groups most likely to engage in sexual risk behaviors. While younger adolescents may be included in the project, OAH expects that services will also focus on adolescents 15-19 years of age, recognizing the importance of reinforcing healthy decision-making throughout adolescence. Each selected community must be defined by clear geographic boundaries in order to assure that the number of youth served can be identified and rates of teenage pregnancy and other associated risk factors can be monitored.
Background

The Teen Pregnancy Prevention program is designed to give youth the information and skills that will enable them to prevent pregnancy and related risks, in order to successfully navigate adolescence into adulthood. While there has been great progress in reducing teen pregnancy and sexual risk taking, the current teen birth rate in 2017 of 18.8 per 1,000 females aged 15-19 [2] is still much higher than other western industrialized nations [3], young people ages 15 to 24 account for nearly one-half of all new cases of sexually transmitted diseases [4], and we continue to see disparities by race [2], ethnicity [2], and among our most vulnerable populations, including youth who are homeless, living in foster care, or involved with the juvenile justice system [5, 6, 7].

Many risk behaviors, including teen sexual risk behaviors, teen pregnancy, violence, substance abuse and delinquency, have a shared set of risk and protective factors [8]. Protective factors work by reducing exposure to risk or encouraging behaviors that prevent negative outcomes. Examples of shared protective factors include: positive connections to supportive adults, active and meaningful youth engagement, healthy relationships, self-regulation and self-control, sense of purpose and positive view of personal future, positive connections with family and caregivers, parental involvement, parental monitoring, family beliefs and attitudes supportive of healthy behaviors, environments supportive of healthy behaviors, and positive connections to schools, neighborhoods, organizations, and communities [9, 10]. Working to build and enhance these shared protective factors can lead to prevention of teen pregnancy and other associated risk behaviors that can impact the health and well-being of adolescents. OAH is interested in projects that address optimal health for all young people and that seek to address protective factors in addition to risk factors. In addition, several tools have been developed to
help identify key elements or characteristics of effective programs, and may be helpful to organizations when selecting programs for replication [11, 12].

**Replicating Programs**

Replication “represents the deliberate or conscious repetition of research efforts, intended to confirm or extend previously or simultaneously obtained, but still uncertain, findings.” [13] Replication should involve research to validate, add to, or dispute the original results for the purpose of generalizability and explanatory power regarding what elements/factors/ are important to the results. In addition, for purposes of this FOA, replications will be conducted at the “program level,” as it is insufficient to replicate only discrete elements of a program.

This replication is designed to assess whether the same results can be applied to other populations or circumstances. Replication does not have an agreed-upon definition and can take a variety of forms [13]. For example, scientific replication involves repeating a program with different populations or settings. It involves testing the same program, but against different demographic variables (such as sample demographics, a different culture, age group, geographical location), to learn whether it yields the same results. This approach is common among social science applied research replications.

Replicating a study perfectly is difficult, if not impossible, if only because of time-lapse challenges. However, we require replications to, at a minimum, include:

- Implementing the selected program with overall fidelity
- Slight modifications or adaptations may be made if the publisher confirms that these changes will not compromise fidelity integrity. This requires finding a balance between
the tension of fidelity and adaptation and avoiding a compromise of the underlying elements/components of the program.

Programs Eligible for Replication

Programs eligible for replication by the applicant under this FOA are those that have been proven effective through rigorous evaluation to reduce teenage pregnancy, behavioral risk factors underlying teenage pregnancy, or associated risks.

Drawing from OMB Circular No.A-11 (2018), for the purposes of this FOA, the following terms are defined as follows:

**Program** - “Generally, an organized set of activities directed toward a common purpose or goal”. [14] (e.g., curriculum).

**Evaluation** - “An individual, systematic study to assess how well an entire program, intervention, or some specific aspect of a program works. Evaluations may address questions related to the implementation of the program, the effectiveness of program strategies, or factors that relate to variability in effectiveness of the program or strategies.”[14] “Evaluations can also examine questions related to understanding the contextual factors surrounding a program, as well as effective targeting for a program. Examples of major types of evaluations include:

- **Impact and Outcome Evaluation**: These types of evaluations assess the impact of a program or aspect of a program on outcomes, typically relative to a counterfactual, meaning some estimate of what would have happened in absence of the program or aspect of the program. These types of evaluations speak to the question, "does it work?"
• **Process and Implementation Evaluation**: These types of evaluations assess how the program or service is delivered relative to its intended theory of change, and often includes information on content, quantity, quality, and structure of services provided.

• **Formative Evaluation**: This type of evaluation, typically done before full program implementation, assesses whether a program or aspect of a program is feasible, appropriate, and acceptable before it is fully implemented.

• **Descriptive Studies**: These studies seek to describe a population or program without inferring causality. These studies are useful to understand relationships between program activities and participant outcomes, describe program participants, and identify trends or patterns in data.” [14]

**Rigorous Evaluation** – “Regardless of type, evaluations should use the most rigorous methods that are appropriate to the evaluation questions and feasible within budget and other constraints. Rigor is important for all types of evaluations. Impact evaluations require that (1) inferences about cause and effect are well-founded (internal validity); (2) there is clarity about the populations, settings, or circumstance to which results can be generalized (external validity); (3) measures accurately capture the intended information (measurement reliability and validity); (4) samples are large enough for meaningful inferences; and (5) evaluations are conducted with an appropriate level of independence by experts external to the program….“ [14]

In addition, for purposes of this FOA, rigorous evaluation is the strict application of the scientific method in order to apply rigorous and objective design, methods, analysis, and reporting of results,¹ through any of the following methods: Randomized Controlled Trial, Quasi-Experimental Design (including propensity score analysis), or other rigorous alternative

¹ Similar language is found in NIH publications, such as at this site: [https://grants.nih.gov/policy/reproducibility/index.htm](https://grants.nih.gov/policy/reproducibility/index.htm).
designs. Scientifically valid evidence must be based on objective scientific principles, and must demonstrate at least one relevant statistically significant positive outcome, and no statistically significant negative outcomes, from a study (or studies) that meets the definition of rigorous evaluation and which provides a strong or reasonable degree of confidence that the outcome found was caused by the program studied.

When selecting effective program(s) for replication under this FOA, the following criteria must be met:

- **Program proven effective** through rigorous evaluation to reduce teenage pregnancy, behavioral risk factors underlying teenage pregnancy, or associated risks (specifically sexual activity or other sexual risk behaviors)
- **Research** that demonstrated a statistically significant positive behavioral impact
- **Peer reviewed research** that may be present in either published or grey literature
- **Research must be conducted by an independent evaluator** who is neither part of the publishing team, nor an author of the curriculum chosen.
- **Research report** must be no older than ten years.

In the 2018 Tier 1 FOA, OAH stated that curricula must be selected, with necessary adaptations made, or supplementary materials presented in tandem with an established curriculum, to address and replicate elements from (or in a continuum between) two programs: the Center for Relationship Education’s Systematic Method for Assessing Risk-Avoidance Tool (SMARTool), which describes 9 elements essential for effective sexual risk avoidance, or ETR’s Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs, which describes 17 elements of effective sexual risk reduction projects. OAH continues to intend to
pursue a substantially similar approach through Tier 1 funding in the future so as to optimally replicate effective programs for teen pregnancy prevention. Nevertheless, two United States District Courts enjoined the issuance of awards under the 2018 Tier 1 FOA on the basis of that approach, and the appeal process for those cases is not yet complete. Therefore, for the purposes of this FOA, OAH is using the description of programs eligible for replication that is contained earlier in this section, and the description of expectations of recipients contained below, and OAH also expresses it is interested in projects that address optimal health for all young people and that seek to address protective factors in addition to risk factors, and notes that several tools have been developed to help identify key elements or characteristics of effective programs, which may be helpful to organizations when selecting programs for replication [11, 12].

**OAH Expectations of Recipients**

Included below are expectations of recipients throughout the two-year project period.

- Demonstrate need and demand from the target population.

- Replicate one or more programs proven effective through rigorous evaluation to reduce teenage pregnancy, behavioral risk factors underlying teenage pregnancy, or associated risks to scale with adolescents in multiple settings.

- Replicate programs with quality, fidelity, and the active engagement of youth and families.

- Ensure that program materials used in the funded project, and the implementation of program materials, are medically accurate, age appropriate, culturally and linguistically appropriate, and trauma-informed.
• Provide ongoing professional development for all project staff and facilitators to ensure high quality implementation and evaluation.

• Conduct process and implementation evaluation to establish project merit and demonstrate the feasibility of implementation, including collection of performance measure data.

• Communicate and disseminate information about the project to raise awareness with youth, their families, and key stakeholders.

• Plan for sustainability of the project beyond the grant.

• Develop a plan and demonstrate feasibility and readiness for conducting a rigorous outcome evaluation by the end of Phase I.

1. **Demonstrate Need and Demand from the Target Population.**

Recipients are expected to replicate programs with participants and/or in communities with the greatest need for services. Applicants should select a community(ies) and/or populations within the community that have rates of teenage pregnancy, behavioral risk factors underlying teenage pregnancy, or other associated risk factors either at or above the national average. Applicants may also select a community(ies) and populations within the community that have not experienced declines in teenage pregnancy or other associated risk factors commensurate with national declines. Each selected community must be defined by clear geographic boundaries in order to assure that the number of youth served can be identified and rates of teenage pregnancy and other associated risk factors can be monitored. The target population should be youth ages 10-19 and families/caregivers of youth ages 10-19, with special focus on adolescents 15-19 years of age, recognizing the importance of
reinforcing healthy decision-making throughout adolescence. Applicants are expected to
demonstrate that there is a need and a demand for the project from the community and
populations that will be served, and that the programs selected for replication are a good fit
for the community and populations served.

2. **Replicate programs proven effective through rigorous evaluation to reduce teenage
pregnancy, behavioral risk factors underlying teenage pregnancy, or associated risks to
scale with adolescents in multiple settings.**

   Recipients are expected to replicate one or more programs proven effective through
rigorous evaluation to reduce teenage pregnancy, behavioral risk factors underlying teenage
pregnancy, or associated risks. For all effective programs, the applicant and its partners are
expected to adopt strategies to replicate them with as many youth and families from the
target population and in as many settings as possible. OAH is interested in projects that
address optimal health for all young people and that seek to address protective factors in
addition to risk factors.

   OAH expects funded recipients to form partnerships and a collaborative culture to
support the overall project and replicate programs to scale. Key partners should be pre-
established, but additional partners should be added or changed throughout the award period,
as deemed appropriate by the recipient. The recipient is responsible for ensuring that partners
meet expectations and successfully fulfill their roles and responsibilities. Applications should
clearly demonstrate existence of the partnerships required to replicate the project with as
many youth and families from the target population as possible with Memoranda of
Understanding (MOUs) or subawards. Upon award, funded recipients are expected to submit
copies of all final agreements to OAH. Funded recipients are expected to leverage resources and assets to replicate programs to increase impact, ensure collaboration, and avoid duplication with other projects serving the same population, community, or settings.

Programs selected for replications should be implementation-ready as described below.

<table>
<thead>
<tr>
<th>Table 1: Characteristics to Demonstrate Implementation-Readiness</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Name for the program(s) to be replicated and any curricula that will be used to replicate the selected program(s).</td>
</tr>
<tr>
<td>- Clear theory or theory of change</td>
</tr>
<tr>
<td>- All materials needed for implementation available, clear, and fully developed</td>
</tr>
<tr>
<td>- Procedures and activities of the program fully developed and clear</td>
</tr>
<tr>
<td>- Population for whom the program designed is clear</td>
</tr>
<tr>
<td>- Who implements program, including their unique qualifications, is clear</td>
</tr>
<tr>
<td>- Mode of delivery is determined (i.e. face-to-face; electronically; individual, group, mixed)</td>
</tr>
<tr>
<td>- Location/setting of program delivery is determined</td>
</tr>
<tr>
<td>- Fidelity measures or monitoring mechanism available for program</td>
</tr>
</tbody>
</table>

3. **Implement programs with quality, fidelity, and the active engagement of youth and families.**

Recipients are expected to implement effective programs with fidelity and quality. Recipients will be required to monitor the extent to which effective programs are implemented with fidelity and quality, and will be allowed to make minor adaptations (i.e., changes to the content and/or delivery of the program) as long as the adaptations are justified and shown to not impact the effectiveness of the program. Recipients will be required to establish and implement a fidelity monitoring plan that includes, at a minimum, collecting data on fidelity and quality from program facilitators as well as from observations of at least 10% of all program sessions and 100% of all program facilitators, reviewing and analyzing data on a regular basis, using data to provide feedback to facilitators, and using the data to
make continuous quality improvements to the program and its implementation. Recipients are expected to incorporate meaningful and authentic engagement of the youth, families, and caregivers throughout the development, implementation, and evaluation of their project.

4. **Ensure that program materials, and the implementation of program materials, is medically accurate, age appropriate, culturally and linguistically appropriate, and trauma-informed.**

All materials used in the funded project, and the implementation of program materials, are expected to be medically accurate, age appropriate, culturally and linguistically appropriate, and trauma-informed. Medical accuracy assures that statements neither understate nor overstate the facts and/or best medical evidence. For purposes of this announcement, the term “medically accurate” means the information will be referenced to peer reviewed publications by educational, scientific, governmental, or health organizations. Age appropriateness assures that topics and themes are appropriate for the age group and other specific characteristics of the target audience. Age appropriate means it will be appropriate for the general developmental and social maturity of the targeted age group. The ability to cognitively understand a concept is not evidence that the concept is age appropriate.

Recipients are expected to conduct their own review of all materials to ensure they are medically accurate, age appropriate, culturally and linguistically appropriate, and trauma-informed. Recipients will certify that all materials are medically accurate prior to use. OAH may review for medical accuracy, if deemed necessary. Any necessary modifications must be made by the recipient to ensure medical accuracy.
Applicants who choose to use any copyrighted curriculum materials in their proposed project must include a signed agreement with the developer or purveyor of the materials that demonstrates that the applicant has permission to use the materials as planned. This should include, but is not limited to, permission to use the materials as proposed in the application and/or alter them as needed for compliance with OAH medical accuracy review. Without an agreement with the developer or purveyor the project will not be funded.

5. **Provide ongoing professional development for all project staff and facilitators to ensure high quality implementation and evaluation.**

OAH expects funded recipients to implement, and maintain a training and technical assistance plan for the professional development of project staff that is relevant to their project. If sub-awarding, recipients should ensure training is provided to subrecipients as well as to recipients’ staff. Recipients should assess the professional development needs of staff and partners on a regular basis and use the results to develop a plan for ongoing professional development and support.

6. **Conduct process and implementation evaluation to establish project merit and demonstrate the feasibility of implementation, including collection of performance measure data.**

Process and implementation evaluation should take place before and during the project’s implementation in order to establish project merit and ensure feasibility and ongoing quality improvement of both project design and performance. Recipients are expected to continuously improve the quality of the project, by assessing whether the project is being implemented as intended and is relevant and resonant with the intended audience. The
process and implementation evaluation should systematically document challenges, successes, and lessons learned to improve implementation and ensure successful execution strategies. OAH will provide core questions or themes to be included in such evaluation. Recipients will be expected to develop a process and implementation evaluation report by the end of the grant that summarizes the findings. Recipients are expected to publish or otherwise make publicly available the results of the work supported through the funded project, including the process and implementation evaluation report. In addition, OAH expects funded recipients to retain their evaluation data for future secondary analyses for at least three years after the end of the project period. The recipients and its evaluator are expected to participate in technical assistance provided by OAH or its contractor(s).

In tandem with individually designed process and implementation evaluation, recipients will also be required to collect and use performance measures to make continuous quality improvements. All recipients are expected to collect a common set of performance measures to assess project implementation and outcomes and use measures for learning. Recipients will be expected to collect data to monitor ongoing implementation, and to use the data to make continuous quality improvements to the project to ensure that high-quality programming and high-levels of participant engagement are maintained. Recipients must collect all performance measures and report to OAH on a semi-annual basis (pending OMB approval). Final performance measures will be provided to recipients during the first six months of funding and may include measures on reach, dosage, implementation quality, sustainability, partnerships, trainings, and dissemination. Recipients should review relevant state laws, organizational policies, and other administrative procedures of their sites or
partner organizations to ensure the feasibility of data collection. Recipients should obtain any necessary permissions to collect required data.

7. **Communicate and disseminate information about the project to raise awareness with youth, their families, and key stakeholders.**

   Recipients are expected to have a robust communication and dissemination plan in place that aligns with their overall project and helps build and share knowledge gained. The communication and dissemination plan should include broadly publicizing information about the project. It should also include efforts to communicate and share knowledge, on-going activities, milestones, evaluation results, and lessons learned through the project. The recipient should use diverse dissemination and communication methods and techniques. At a minimum, recipients are expected to have an online presence for the project; use social media effectively; share lessons-learned as well as successes with key stakeholders; and publish articles or present at professional conferences, as appropriate.

8. **Plan for sustainability of the project beyond the grant.**

   Recipients are expected to design their project with sustainability in mind from the very beginning of the grant project. Within the first six months of the project, OAH expects that recipients will implement activities focused on the goal of sustaining the project and consistently throughout the project. OAH expects recipients to include a sustainability objective in their work plan, with corresponding objectives and activities focused on implementing strategies aimed at sustaining the project over time.
9. Develop a plan and demonstrate feasibility and readiness for conducting a rigorous outcome evaluation by the end of Phase I.

By the end of Phase I, recipients are expected to have developed a plan for conducting a rigorous outcome evaluation. Grantee-level, independent evaluation research to address the question of whether replications of evidence-based programs were effective, was also incorporated in the 2010 Tier 1 funding announcement, laying the precedent for the evaluation of Tier 1 replications of evidence-based programs. (See, e.g., pages 11-12, 22-23, 40-42 in the 2010 Tier 1 FOA). Such evaluation planning was so important in the FY 2010 funding announcement that it received significant points in the review criteria for funding. (Ibid, page 31) For the current funding announcement, outcome evaluations should include (evaluations of key components of existing programs or strategies to determine which parts of the program or its implementation are most important for obtaining outcomes. The outcome evaluation plan should include, for each study, the proposed research questions, proposed research design(s), discussion of the counterfactual and context, the target population, the consent methods, evaluation processes, outcomes/goals for the research, measures, data sources, data collection timing, procedures and modes of data collection, and potential analyses. Use of an independent evaluator who is neither part of the publishing team, nor an author of the curriculum chosen is required for all outcome evaluations.

Recipients are expected to demonstrate the feasibility of their outcome evaluation plan and their readiness to begin conducting the outcome evaluation by the end of Phase I funding. This includes demonstrating the ability to conduct a rigorous outcome evaluation, including sufficient sample size and power, adequate treatment and control contrast, no confounds, the ability to collect data (i.e., IRB approval, MOUs with sites where data will be
collected, data collection plan), and capability of generating preliminary data, including demonstrating high response rates for surveys conducted with youth and families in Phase I.

**PROGRAMMATIC INVOLVEMENT OF THE FEDERAL AGENCY IN THE COOPERATIVE AGREEMENT**

Awards will be in the form of a two-year cooperative agreement with the recipient. A cooperative agreement, as opposed to a grant, is an award instrument of financial assistance where substantial programmatic involvement is anticipated between OAH and the recipient during performance of the project or activity.

In addition to the usual monitoring and technical assistance provided under the cooperative agreement (e.g., assistance from assigned Federal project officer, monthly conference calls, occasional site visits, ongoing review of plans and progress, participation in relevant meetings, provision of training and technical assistance), OAH substantial programmatic involvement may include:

1) Prior approval for change of time that Key Personnel are dedicated to the project and for replacement of Key Personnel. Key Personnel includes any position that supports day-to-day project management in addition to Project Director, such as Project Manager, Project Coordinator, etc. Key Personnel also includes the lead evaluator.
2) Consulting with the awardee throughout the preparation and dissemination of materials related to the project.
3) Review and approval of implementation and evaluation plans.
4) Review project materials prior to use in the project to ensure the materials are medically accurate, if deemed necessary.
5) Review and approval of design and implementation of provisions in the FOA expectations section.
**AUTHORITY:** Division B, Title II of the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019 (Public Law No. 115-245).

**B. FEDERAL AWARD INFORMATION**

The Office of Adolescent Health intends to make funds available for competing cooperative agreements. We will fund awards in annual increments (budget periods) and generally for a project period up to 2 years, although we may approve shorter project periods. Budget periods may also vary from the estimate indicated below due to timing of award issuance or other administrative factors. Funding for all approved budget periods beyond the first is generally level with the initial award amount and is contingent upon the availability of funds, satisfactory progress of the project, adequate stewardship of Federal funds, and the best interests of the Government.

*Award Information*

Estimated Federal Funds Available: $15 million

Anticipated Number of Awards: 30

Award Ceiling (Federal Funds including indirect costs): $500,000 per budget period

Award Floor (Federal Funds including indirect costs): $200,000

Anticipated Start Date: 07/01/2019

Estimated Period of Performance: Not to exceed 2 years

Anticipated Initial Budget Period Length: 12 months

Type of Award: Cooperative Agreement. Agency substantial involvement is outlined in the Program Description in Section A.
Type of Application Accepted: Electronic via Grants.gov ONLY unless an exemption is granted

C. ELIGIBILITY INFORMATION

1. Eligible Applicants.

- Nonprofit with or without 501(c)3 IRS status (other than institution of higher education)
- For-profit organizations (other than small business)
- Small, minority, and women-owned businesses
- Universities and colleges
- Research institutions
- Hospitals
- Community-based organization
- Faith-based organizations
- Federally recognized or state-recognized American Indian/Alaska Native tribal governments
- American Indian/Alaska Native tribally designated organizations
- Alaska Native health corporations
- Urban Indian health organizations
- Tribal epidemiology centers
- State and local governments or their Bona Fide Agents (this includes the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the
Federal States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau)

- Political subdivisions of States

2. **Cost Sharing or Matching** You are not required to provide cost sharing or matching in your proposed budget.

3. **Other Eligibility Information**

**Application Disqualification Criteria**

If you successfully submit an application, we will screen it to ensure it meets the below requirements. If we determine your application fails to meet the criteria described below we will disqualify it, that is, we will **not** review it and will give it **no** further consideration.

a) You must submit your application electronically via [www.grants.gov](http://www.grants.gov) (unless an exemption was granted 2 business days prior to the deadline) by the date and time indicated in the DATES section of this announcement.

b) If you successfully submit multiple applications from the same organization for the same project, we will only review the last application received by the deadline.

c) HHS/OASH/OGM deems your application eligible according to section C.1 *Eligible Applicants*.

d) You must complete the required forms in the application package: SF-424, SF-424A, SF-424B, SF-LLL, and Project Abstract Summary.

e) Your Project Narrative section of the application must be double-spaced, on the equivalent of 8 ½” x 11” inch page size, with 1” margins on all sides (top, bottom, left and right) and font size not less than 12 points.
f) Your Project Narrative must **not** exceed 50 pages. NOTE: The following items do not count toward the Project Narrative page limit: all required forms, including SF-424, SF-424A, SF-424B, SF-LLL, Project Abstract Summary, and Budget Narrative (including budget tables).

g) Your total application, including the Project Narrative plus Appendices, must **not** exceed 100 pages. NOTE: items listed in “f” immediately above do not count toward total page limit.

h) Your Federal funds request including indirect costs must **not** exceed the maximum indicated in Award Ceiling.

i) Your Federal funds request including indirect costs must **not** be below the minimum indicated in Award Floor.

j) Your application must meet the **Application Responsiveness Criteria** outlined above.

**D. APPLICATION AND SUBMISSION INFORMATION**

1. **Address to Request Application Package**

   You may obtain an application package electronically by accessing Grants.gov at [http://www.grants.gov/](http://www.grants.gov/). You can find it by searching on the CFDA number shown on page 1 of this funding opportunity announcement. If you have problems accessing the application or difficulty downloading, contact:

   Office of Grants Management

   Phone: 240-453-8822

   Email: ogm.oash@hhs.gov
2. Content and Form of Application Submission

   i. Application Format

   Your application must be prepared using the forms and information provided in the online application package.

   **The Project Narrative, and total application including appendices, must adhere to the page limit indicated in Application Disqualification Criteria listed in Section C.** The page limit does not include the Budget Narrative (including budget tables), required forms, assurances, and certifications as described in the Application Disqualification Criteria. Please do not number pages or include a table of contents. Our grants management system will generate page numbers once your application is complete. If your application exceeds the specified page limits for the Project Narrative or Project Narrative plus Appendices when printed on 8.5” X 11” paper by HHS/OASH/OGM, we will not review it. We recommend you print out your application before submitting electronically to ensure that it is within the page limits and is easy to read.

   **You must double-space the Project Narrative pages.**

   You should use an easily readable typeface, such as Times New Roman or Arial. You must use 12-point font. You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.

   **Appendices Format**

   Your Appendices should include any specific documents outlined in Section D.2.ii, under the heading “Appendices” in the Application Content section of this funding opportunity announcement. Your documents should be easy to read. You should use the same formatting specified for the Project Narrative. However, documents such as résumés/CVs, organizational
charts, tables, or letters of commitment may use formatting common to those documents, but the pages must be easy to read. All of your appendices must be uploaded as a single, consolidated file in the Attachments section of your Grants.gov application.

**Project Abstract Summary Format**

You must complete the Project Abstract Summary form provided in the application package. The abstract will be used to provide reviewers with an overview of the application and will form the basis for the application summary in grants management and program summary documents. If your project is funded, HHS may publish information from your form; therefore, do not include sensitive or proprietary information.

**Budget Narrative Format**

The Budget Narrative should use the formatting required of the Project Narrative for the explanatory text. Budget tables may be single-spaced but should be laid out in an easily-readable format and within the printable margins of the page.

ii. **Application Content**

Successful applications will contain the following information:

**Project Narrative Content**

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether your project meets the minimum requirements for an award under this announcement. The Project Narrative should provide a clear and concise description of your project. HHS/OASH recommends that your project narrative include the following components:

- Demonstrated Need and Demand for the Project
- Selection of Programs Proven Effective Through Rigorous Evaluation
- Technical Approach
- Capacity and Partnerships
- Project Management and Experience

**Demonstrated Need and Demand for the Project**

You should:

- Describe the community(ies), populations, and settings within the community that will be served, and demonstrate that they are those with the greatest need for services. Describe the resources already available within the community(ies) for youth and families related to preventing teen pregnancy and associated risk factors, and improving adolescent health. Describe how the services provided through the award will contribute to and enhance the services already available in the community. Provide assurances that the services provided through the award will not duplicate services and/or programs that already exist in the populations or communities to be served.

- Describe how the needs and resources were identified, and how you will assess needs and resources on an ongoing basis to ensure the project continues to be aligned with changing needs.

- Demonstrate that there is a demand for the project from the community and populations that will be served.

- Describe the number of youth and families you plan to serve in the community(ies) and settings, and describe how the project is designed to maximize reach of those most in need of services and impact. Provide specific details on how the estimates were obtained, including the total number of youth and families/caregivers in each community, and the percentage that will be served in each.
Selection of Programs Proven Effective through Rigorous Evaluation

You should:

- For each program selected for replication, describe the evaluation evidence that supports the effective program. Demonstrate that the program has been proven effective by at least one study that meets the definition of rigorous evaluation (pp. 8-10), that the rigorous evaluation evidence supporting the program demonstrated at least one statistically significant positive behavioral impact, no statistically significant negative outcomes, is available in the published or grey literature, was conducted by an independent evaluator, and is no older than ten years. For each evaluation study cited, include the citation and a copy of the study’s abstract with your application.

- For each program selected for replication, describe the content and delivery of the program, the intended target audience, process for selecting the program, and show that the program is implementation ready. Please note that the content of the selected curriculum should not normalize sex for teens and proposals will be scored in part according to whether the replicable programs selected normalize teen sex. The scoring criteria is set forth later in this document. OAH reserves the right to review curricula for content, to ensure that applicants are implementing programs that they proposed and for which they were scored.

- For each program selected for replication, describe how it was determined, and how it will be verified, that the program is a good fit for the community, population, and setting.
Technical Approach

You should:

- State the goals, objectives, and desired outcomes of the overall project.
- Describe how your proposed approach will result in replicating effective programs with as many youth and families from the target population and in as many settings as possible to have the greatest impact on preventing teen pregnancy, reducing associated risk behaviors, and promoting healthy adolescent development.
- Describe how the proposed project aligns with the needs and resources of the communities, families, and youth you intend to serve.

Capacity and Partnerships

You should:

- Describe your organization’s capacity and readiness to manage and implement the project.
- Provide a detailed description of all partners that will be involved in the project, including, but not limited to, those that will implement effective programs, those that will provide access to youth and families to receive programs, and those that will support the project in other ways.
- Describe the roles and responsibilities for all partners, including subrecipients, on the award, including a clear delineation of the roles and responsibilities of staff from your organization, subrecipients, and partners and how they will contribute to achieving the project’s objectives and outcomes. This must be supported with a signed Memoranda of
Understanding included in you appendices that clearly outlines roles, responsibilities, and commitment for all partners and subrecipients named in the application.

- For each partner and/or subrecipient that will be responsible for implementing programs, describe their experience and expertise working with the target population.
- Describe your plan for monitoring partners and subrecipients, including how to ensure that all programs provided within the community are well-coordinated. Confirm that there are no financial or other conflicts of interest related to this project for your organization and staff, or any of your partner organizations.

**Project Management and Experience**

You should:

- Describe your organization’s experience and support for the proposed project. Describe how the project aligns with your organization’s mission. Describe your organization’s previous accomplishments working with the selected community(ies) and settings and implementing programs with success. Indicate the scale of such implementation.
- Describe how you will manage, implement, and monitor the overall project. Describe the approach that will be used to monitor and track progress, completion, and quality of all objectives and activities.
- Provide a description of the project team. Describe the roles and responsibilities of all staff and how they will contribute to achieving the project’s objectives and outcomes. Describe who will have day-to-day responsibility for key tasks. Curriculum vitae and/or resumes for the Project Director and other proposed key staff must be included in the appendices as described below.
• Describe the relevant experience and expertise of all known proposed staff. Describe your process and timeline for recruiting and hiring staff to fill all open positions on the project, including the experience and expertise that you will look for in successful candidates.

• Describe your plans for ensuring that all staff responsible for implementing the project, including partner staff, are well trained and prepared to successfully fulfill their roles and responsibilities.

**Budget Narrative**

You must complete the required budget forms and submit a budget narrative with detailed justification as part of your application. You must enter the project budget on the Budget Information Non-construction Programs standard form (SF 424A) according to the directions provided with this standard form. The budget narrative consists of a detailed line-item budget that includes calculations for all costs and activities by "object class categories" identified on the SF-424A and justification of the costs. You must indicate the method you are selecting for your indirect cost rate. See Indirect Costs below for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient to verify the calculations. If matching or cost sharing is required, you must include a detailed listing of any funding sources identified in box 18 of the SF-424 (Application for Federal Assistance).

Please be sure to carefully review section D.6 Funding Restrictions for specific information regarding allowable, unallowable, and restricted costs.
You must provide an object class category budget using Section B, box 6 of the SF 424A for the first year of the proposed project. Provide a budget justification, which includes explanatory text and line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

For subsequent budget years, provide a summary narrative and line item budget. For categories or items that differ significantly from the first budget year, provide a detailed justification explaining these changes. Note, do not include costs beyond the first budget year in the object class budget in box 6 of the SF-424A or box 18 of the SF-424; the amounts entered in these sections should only reflect the first budget year.

Your budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and/or product. For example, the budget narrative should define the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective. For example, if you are proposing to provide services to clients, you should describe how many clients are you expecting to serve, the unit cost of serving each client, and how this is cost effective.

Use the following guidelines for preparing the detailed object class budget required by box 6 of the SF-424A. The object class budget organizes your proposed costs into a set of defined categories outlined below. Both federal and non-federal resources (when required) must be detailed and justified in the budget narrative. "Federal resources" refers only to the HHS/OASH funds for which you are applying. "Non-federal resources" are all other non-HHS/OASH federal and non-federal resources. We recommend you present budget amounts and
computations in a columnar format: first column, object class categories; second column, federal funds requested; third column, non-federal resources; and last column, total budget.

Sample Budget Table

<table>
<thead>
<tr>
<th>Object Class</th>
<th>Federal Funds Requested</th>
<th>Non-federal Resources</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$100,000</td>
<td>$25,000</td>
<td>$125,000</td>
</tr>
</tbody>
</table>

Note, subrecipient/contract and consultant detailed costs should all be included in those specific line items, not in the overall project object class line items, i.e., subrecipient travel should be included in the Contractual line item not in Travel.

Object Class Descriptions and Required Justifications

Personnel Description: Costs of staff salaries and wages, excluding benefits.

Personnel Justification: Clearly identify the project director or principal investigator, if known at the time of application. Provide a separate table for personnel costs detailing for each proposed staff person: the title; full name (if known at time of application), time commitment to the project as a percentage or full-time equivalent: annual salary and/or annual wage rate; federally funded award salary; non-federal award salary, if applicable; and total salary. No salary rate may exceed the statutory limitation in effect at the time you submit your application (see D.6 Funding Restrictions, Salary Rate Limitation for details). Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.
Sample Personnel Table

<table>
<thead>
<tr>
<th>Position Title and Full Name</th>
<th>Percent Time</th>
<th>Annual Salary</th>
<th>Federally-funded Salary</th>
<th>Non-federal Salary</th>
<th>Total Project Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Director, John K. Doe</td>
<td>50%</td>
<td>$100,000</td>
<td>$50,000</td>
<td>$0</td>
<td>$50,000</td>
</tr>
<tr>
<td>Data Assistant, Susan R. Smith</td>
<td>10%</td>
<td>$30,000</td>
<td></td>
<td>$3,000</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Fringe Benefits Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Fringe Benefits Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel Description: Costs of travel by staff of the applicant organization only.

Travel Justification: For each trip proposed for applicant organization staff only, show the date of the proposed travel, total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Do not include travel costs for subrecipients or contractors.

Equipment Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories,
or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with your organization's regular written accounting practices.)

   Equipment Justification: For each type of equipment requested you must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition; include this with your Budget Narrative file. Reference the policy in this justification and include the policy copy in your Budget Narrative file (not your appendices).

   Supplies Description: Costs of all tangible personal property other than those included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

   Supplies Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

   Contractual Description: Costs of all contracts or subawards for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts or subawards with subrecipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This line item is not for individual consultants.
Contractual Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR § 75.329 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as described in 2 CFR § 200.88, and currently set at $250,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to HHS/OASH.

Note: Whenever you intend to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each subrecipient/contractor, by agency title, along with the same supporting information referred to in these instructions. If you plan to select the subrecipients/contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultants; insurance; professional services (including audit charges); space and equipment rent; printing and publication; training, such as tuition and stipends; participant support costs including incentives, staff development costs; and any other costs not addressed elsewhere in the budget.

Other Justification: Provide computations, a narrative description, and a justification for each cost under this category.
Indirect Costs Description: Total amount of indirect costs. This category has one of two methods that an applicant may select. You may only select one.

1) Your organization currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency. You should enclose a copy of the current approved rate agreement in your Budget Narrative file. If you request a rate that is less than allowed, your authorized representative must submit a signed acknowledgement that the organization is accepting a lower rate than allowed.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

This method only applies if you have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. If you are waiting for approval of an indirect cost rate, you may request the 10% de minimis. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs to the award.

Indirect Costs Justification: Provide the calculation for your indirect costs total, i.e., show each line item included in the base, the total of these lines, and the application of the indirect rate. If you have multiple approved rates, indicate which rate as described in your approved
agreement is being applied and why that rate is being used. For example, if you have both on-campus and off-campus rates, identify which is being used and why.

Program Income Description: Program income means gross income earned by your organization that is directly generated by this project if funded except as provided in 45 CFR § 75.307(f). Program income includes but is not limited to income from fees for services performed or the use or rental of real or personal property acquired under the award. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also 45 CFR §§ 75.307, 75.407 and 35 U.S.C. §§ 200-212 (applies to inventions made under Federal awards).

Program Income Justification: Describe and estimate the sources and amounts of Program Income that this project may generate if funded. Unless being used for cost sharing, if applicable, these funds should not be added to your budget. This amount should be reflected in box 7 of the SF-424A.

Non-Federal Resources Description: Amounts of non-federal resources that will be used to support the project as identified in box 18 of the SF-424. For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient’s cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306. For awards that require matching by statute, you will be held accountable for projected commitments of non-federal resources in your application budgets and budget justifications by budget period or by project period for fully-funded awards, even if the justification by budget period, or by project period for fully-
funded awards, exceeds the amount required. Your failure to provide the required matching amount may result in the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports. For awards that do not require matching or cost sharing by statute or regulation, where “cost sharing” refers to costs of a project in addition to Federal funds requested that you voluntarily propose in your budget, if your application is successful, we will include this non-federal cost sharing in the approved project budget and you will be held accountable for the non-federal cost-sharing funds as shown in the Notice of Award (NOA). Your failure to provide voluntary cost sharing of non-federal resources that have been accepted by HHS/OASH as part of the approved project costs and that are shown as part of the approved project budget in the NOA may result in the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports. Note, you will not receive any preference, priority, or special consideration in the funding process for voluntarily including non-Federal cost sharing in your proposed budget.

Non-federal Resources Justification: You must provide detailed budget information for every funding source identified in box 18. "Estimated Funding ($)" on the SF-424. Provide this documentation as part of your Budget Narrative file, not your Appendices.

You must fully identify and document in your application the specific costs or contributions you propose in order to meet a matching requirement. You must provide documentation in your application on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully-funded awards).
If your application does not include the required supporting documentation, it will not be disqualified from competitive review; however, it may impact your score under the evaluation criteria in Section V.1 of this announcement.

Plan for Oversight of Federal Award Funds

You must include a plan for oversight of federal award funds which describes:

- how your organization will provide oversight of federal funds and how award activities and partner(s) will adhere to applicable federal award and programmatic regulations. Include identification of risks specific to your project as proposed and how your oversight plan addresses these risks.

- the organizational systems that demonstrate effective control over and accountability for federal funds and program income, compare outlays with budget amounts, and provide accounting records supported by source documentation.

- for any program incentives proposed, the specific internal controls that will be used to ensure only qualified participants will receive them and how they will be tracked.

- organizational controls that will ensure timely and accurate submission of Federal Financial Reports to the OASH Office of Grants Management and Payment Management Services as well as timely and appropriate withdrawal of cash from the Payment Management System.

Appendices

All items described in this section will count toward the total page limit of your application. You must submit them as a single electronic file uploaded to the Attachments section of your Grants.gov application.
Work Plan

Include a detailed work plan for each year of the two-year project period. The work plan should reflect, and be consistent with, the Project Narrative and Budget Narrative. Each year’s activities should be fully attainable in one budget year. You may propose multi-year activities, as well as activities that build upon each other, but each phase of the project must be discreet and attainable within a single budget year. Your work plan should include goals, SMART (specific, measurable, achievable, realistic, and time-phased) objectives, activities to accomplish each objective, and, for each activity, the person(s) responsible, timeline for completing activities, and measures of success. The work plan should be aligned with the expectations in this FOA.

Logic Model

Include a detailed logic model clearly depicting the inputs, activities, intended outputs, and short, intermediate, and long-term outcomes of the overall program.

Memoranda of Understanding

Memoranda of Understanding (MOUs) should be included for all organizations and entities that have been specifically named as a subrecipient or partner to carry out any aspect of the program. The signed MOUs should detail the specific role and resources that will be provided, or activities that will be undertaken, in support of the applicant; demonstrate current commitment from the partners to the project being proposed in the application; and describe the organization’s expertise, experience, and access to the selected population(s). MOUs are not the same as letters of support. Letters of support are letters that are general in nature that speak to the writer’s belief in the capability of an applicant to accomplish a goal/task. Letters of support also may indicate
an intent or interest to work together in the future, but they lack specificity. Applicants should not provide letters of support.

**Curriculum Vitae/Resume for Key Project Personnel**

You must submit with your application curriculum vitae and/or resumes for the Project Director and other proposed key staff. Key personnel includes those individuals who will oversee the technical, professional, managerial, and support functions and/or assume responsibility for assuring the validity and quality of your organization’s program. Key Personnel includes any position that supports day-to-day project management in addition to Project Director, such as Project Manager, Project Coordinator, etc. Key Personnel also includes the lead evaluator.

**Position Descriptions for Open Positions**

Include with your application, position descriptions for key personnel positions that will need to be filled if funds are awarded.

**Citation and Abstract of Supporting Research Studies**

Include with your application, a citation and abstract for all research studies used to provide documentation that the effective programs proposed for replication meet the definition for rigorous evaluation.

3. **Unique Entity Identifier and System for Award Management (SAM)**

   - You are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal awards through Grants.gov. It is a unique, nine-digit identification number, which provides
unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.


- Your organization must register online in the System for Award Management (SAM). *Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations.*

- If you are registering a **new** entity or renewing your registration, you must submit a notarized letter formally appointing an Entity Administrator to SAM.GOV For detailed instructions on the content of the letter and process for domestic entities see: [https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183](https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183)


You should allow a *minimum* of five days to complete an initial SAM registration. Allow up to 10 business days **after you submit** your registration for it to be active in SAM. This timeframe may be longer if SAM flags the information you provide for manual validation. You will receive an email alerting you when your registration is active.
• If your organization is already registered in SAM, you must renew your SAM registration each year. Organizations registered to apply for Federal awards through http://www.grants.gov will need to renew their registration in SAM.

• You should make sure your SAM registration information is accurate, especially your organization’s legal name and physical address including your ZIP+4. Should you successfully compete and receive an award, this information must be included on a Notice of Award. For instructions on updating this information see https://gsafsd.service-now.com/fsd.gov/answer.do?sysparm_kbid=c3d982af6fb8d5006f348d412e3ee47e

• It may take 24 hours or more for SAM updates to take effect in Grants.gov, so if you plan to apply for this funding opportunity or think you might apply, you should ensure your organization’s registration is active in SAM well before the application deadline and will be active through the competitive review period.

• If you are successful and receive an award, you must maintain an active SAM registration with current information at all times during which your organization has an active award or an application or plan under consideration by an HHS agency.

HHS/OASH cannot make an award until you have complied with these requirements. In accordance with 2 CFR § 25.205, at the time an award is ready to be made, if you have not complied with these requirements, HHS/OASH:

• May determine that you are not qualified to receive an award; and

• May use that determination as a basis for making an award to another applicant.
Should you successfully compete and receive an award, all first-tier sub-award recipients must have a DUNS number at the time you, the recipient, make a sub-award.

4. Submission Dates and Times

You must submit your application for this funding opportunity by the date and time indicated in the DATES section of this announcement. Your submission time will be determined by the date and time stamp provided by Grants.gov when you complete your submission.

If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or with http://www.grants.gov. Grants.gov can take up to 48 hours to notify you of a successful or rejected submission. You are better off having a less-than-perfect application successfully submitted and under consideration than no application.

If your submission fails due to a system problem with Grants.gov, we may consider your application if you provide verification from Grants.gov indicating system problems existed at the time of your submission and that time was before the submission deadline. A “system problem” does not include known issues for which Grants.gov has posted instructions regarding how to successfully submit an application such as compatible Adobe versions or file naming conventions. As the applicant, it is your responsibility to review all instructions available on Grants.gov regarding successfully submitting an application.
5. **Intergovernmental Review**

   This program is not subject to the Intergovernmental Review requirements of Executive Order 12372, “Intergovernmental Review of Federal Programs,” as implemented by 45 CFR part 100.

6. **Funding Restrictions**

   Direct and Indirect Costs proposed and, if successful, charged to the HHS/OASH award must meet the cost requirements of 45 CFR part 75 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards,” Subpart E—Cost Principles. These requirements apply to you, the applicant, and any subrecipients. You should thoroughly review these regulations before developing your proposed budget.

   Indirect costs may be included per 45 CFR § 75.414. See the Budget Narrative section of this announcement for more information. To obtain a negotiated indirect cost rate with the Federal Government you may contact the U.S. Department of Health and Human Services Cost Allocation Services (CAS) regional office that is applicable to your State. CAS regional contact information is available at https://rates.psc.gov/fms/dca/map1.html.

   **Pre-Award Costs:**

   Pre-award costs are not allowed.

   **Salary Rate Limitation:**

   Each year’s appropriations act limits the salary rate that we may award and you may charge to HHS/OASH grants and cooperative agreements. You should not budget award funds to pay the salary of an individual at a rate in excess of Federal Executive Pay Scale Executive Level II. As of January 7, 2018, the Executive Level II salary is $189,600. This amount reflects an individual’s base salary exclusive of fringe benefits and any income that an individual
working on the award project may be permitted to earn outside of the duties to the applicant organization. This salary rate limitation also applies to subawards/subcontracts under an HHS/OASH award.

An example of the application of this limitation for an individual devoting 50% of their time to this award is broken down below:

<table>
<thead>
<tr>
<th>Individual’s actual base full time salary: $350,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% of time devoted to project, i.e. .5 FTE</td>
</tr>
<tr>
<td>Direct salary ($350,000 x .5)</td>
</tr>
<tr>
<td>Fringe (25% of salary)</td>
</tr>
<tr>
<td>Total</td>
</tr>
<tr>
<td>Amount that may be claimed on the application budget due to the legislative salary rate limitation:</td>
</tr>
<tr>
<td>Individual’s base full time salary adjusted to Executive Level II: $189,600 with 50% of time devoted to the project</td>
</tr>
<tr>
<td>Direct salary ($189,600 x .5)</td>
</tr>
<tr>
<td>Fringe (25% of salary)</td>
</tr>
<tr>
<td>Total amount allowed</td>
</tr>
</tbody>
</table>

Appropriate salary rate limits will apply as required by law.

7. Other Submission Requirements

Electronic Submission

HHS/OASH requires that all applications be submitted electronically via the Grants.gov portal unless an exemption has been granted. If you submit an application via any other means of electronic communication, including facsimile or electronic mail, it will not
be accepted for review unless you receive an exemption as described in the DATES section of this announcement.

You may access the Grants.gov website portal at http://www.grants.gov.

**Applications, excluding required standard forms, must be submitted as three (3) files (see acceptable file types below).** One file must contain the entire Project Narrative, another the entire Budget Narrative including supporting documentation described in the Budget Narrative content section; and the third file must contain all documents in the Appendices. Any additional files submitted as part of the Grants.gov application will not be accepted for processing and will be excluded from the application during the review process.

Any files uploaded or attached to the Grants.gov application must be Adobe PDF, Microsoft Word, or image formats (JPG, GIF, TIFF, or BMP only) and must contain a valid file format extension in the filename. HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF. If you convert to PDF prior to submission you may prevent any unintentional formatting that might occur with submission of an editable document. Please note, even though Grants.gov allows you to attach any file format as part of your application, HHS/OASH restricts this practice and only accepts the file formats identified above. Any file submitted as part of the Grants.gov application that is not in a file format listed above will not be accepted for processing and will be excluded from the application during the review process.

Any file submitted as part of the Grants.gov application that contains password protection will not be accepted for processing and will be excluded from the application during the review process. We will not contact you for passwords or resubmission of unprotected files. Unprotected information in the application will be forwarded for consideration but password
protected portions will not. You should avoid submitting personally identifiable information such as personal contact information on résumés.

In addition, the use of compressed file formats such as ZIP, RAR, or Adobe Portfolio will not be accepted. We will not contact you for resubmission of uncompressed versions of files. Compressed information in the application will not be forwarded for consideration.

You must submit your application in a format that can easily be copied and read by reviewers. We do not recommend that you submit scanned copies through Grants.gov unless you confirm the clarity of the documents. Pages cannot be reduced resulting in multiple pages on a single sheet to avoid exceeding the page limitation. If you submit documents that do not conform to these instructions, we will exclude them from your application during the review process.

**Important Grants.gov Information**

You may access the electronic application for this program on http://www.grants.gov. You must search the downloadable application page by the Funding Opportunity Number or CFDA number, both of which can be found on page 1 of this funding opportunity announcement.

To ensure successful submission of your application, you should carefully follow the step-by-step instructions provided at http://www.grants.gov/web/grants/applicants/apply-for-grants.html. These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information. **You are responsible for reviewing all Grants.gov submission requirements on the Grants.gov site.**

You should contact Grants.gov with any questions or concerns regarding the electronic application process conducted through Grants.gov. See Contacts below. See Section D.3 for requirements related to DUNS numbers and SAM registration.
E. APPLICATION REVIEW INFORMATION

1. Criteria: Federal staff and an independent review panel will assess all eligible applications according to the following criteria. Disqualified applications will not be reviewed against these criteria.

- Demonstrated Need and Demand for the Project (20 points)
- Selection of Programs Proven Effective through Rigorous Evaluation (15 points)
- Technical Approach (25 points)
- Capacity and Partnerships (15 points)
- Project Management and Experience (10 points)
- Performance Measures & Evaluation Plan (10 points)
- Reasonableness of Budget (5 points)

**Demonstrated Need and Demand for the Project: (20 points)**

- The extent to which the applicant proposes a project that will reach community(ies) and populations within the community(ies) who demonstrate the greatest need for services.
- The extent to which the applicant proposes a project that will meet the needs of the communities and populations served; and enhance, but not duplicate, resources and services that already exist.
- The extent to which the applicant demonstrates a demand for the project from the community and populations that will be served.
- The extent to which the proposed project is designed to maximize reach of those most in need of services. The estimates provided are realistic and reasonable and include implementation in multiple settings.
Selection of Programs Proven Effective through Rigorous Evaluation (15 points)

- For each of the program(s) selected for replication, the applicant provides a summary of at least one research study that meets the definition of rigorous evaluation, demonstrates at least one statistically significant positive behavioral impact, demonstrates no statistically significant negative outcomes, is available in the published or grey literature, was conducted by an independent evaluator, and is no older than ten years. For each evaluation study cited, the study citation and abstract is included with the application and confirms the applicant’s summary.

- For each program selected for replication, the applicant demonstrates that the program is implementation ready.

- The extent to which the applicant demonstrates that each program selected for replication is a good fit for the community and population served.

- The extent to which the replicated program does not normalize teen sex

Technical Approach (25 points)

- The extent to which the applicant provides a clear description of the proposed project, including the goal(s), objectives, activities, and desired outcomes in the project narrative, work plan, and logic model. The proposed objectives and activities are reasonable, realistic, and appear likely to meet the goals and desired outcomes of the project.

- The extent to which the proposed project will result in replicating effective programs to scale with as many youth and families from the target population and in as many settings as possible to have the greatest impact on preventing teen pregnancy, reducing associated risk behaviors, and promoting healthy adolescent development.
• The extent to which the proposed project aligns with the needs and resources of the communities, families, and youth served.

Capacity and Partnerships (15 points)

• The extent to which the applicant provides evidence to show that it has the capacity to implement the proposed project and is ready to begin implementing the project upon receipt of award funds.

• The degree to which partners and subrecipients are identified that will be involved in the project, including those that will be involved in the implementation of effective programs and those who will assist in recruiting and providing access to youth through their settings. A signed Memoranda of Understanding clearly outlining roles, responsibilities, and commitment is provided for all partners and subrecipients named in the application.

• The applicant and its partners and subrecipients have the experience and expertise needed to effectively fulfill their roles and responsibilities on the project and deliver high quality services to the community, families/caregivers, and youth, as identified in the proposal.

• The applicant has a clear and adequate plan for monitoring partners and subrecipients that will enable it to track program implementation and progress on meeting program goals and objectives, identify and address issues and challenges in real-time, and ensure coordination of efforts across partners and subrecipients.

Project Management and Experience (10 points)

• The extent to which the applicant organization demonstrates support for the project and has the relevant experience needed to ensure a successful project, including working with the community(ies) on implementing youth projects in such a way that they can achieve success at a large scale.
• The extent to which the applicant’s project management plan is clear and appears adequate to effectively manage the project and obtain the desired outcomes.

• The extent to which the roles and responsibilities of the Project Director and other staff are clear and sufficient to meet the goals, objectives, and desired outcomes of the project.

• The extent to which the Project Director and other staff have/will have the experience and expertise needed to fulfill their roles and responsibilities on the project.

• The extent to which the applicant has a plan for recruiting, training, and engaging staff that appears likely to result in positions being filled quickly, well-trained staff, and minimal staff turnover.

Performance Measures & Evaluation Plan: (10 points)

• The extent to which the applicant’s plans for collecting, reporting, and using performance measure data and evaluating its project appear likely to result in timely, accurate, high-quality data that will be used for continuous quality improvements to the project.

• The extent to which the applicant’s process and implementation evaluation plan is clear, of high quality, and able to establish project merit and feasibility of program implementation.

Reasonableness of Budget: (5 points)

• The extent to which the applicant provides a detailed first-year budget and line item justification for all operating expenses that is consistent with the proposed project objectives.

• The extent to which the applicant provides a two-year budget for the project period that is consistent with the proposed project objectives and addresses increased effort for evaluation.
• The applicant’s budget request appears well justified given the projects it plans to implement and the number of youth and families/caregivers it plans to serve.

2. Review and Selection Process

Each HHS/OASH Program’s office is responsible for facilitating the process of evaluating applications and setting funding levels according to the criteria set forth above.

An independent review panel will evaluate applications that meet the responsiveness criteria, if applicable, and are not disqualified. These reviewers are experts in their fields, and are drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies. Based on the Application Review Criteria as outlined under Section E.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria. In addition to the independent review panel, Federal staff will review each application for programmatic, budgetary, and grants management compliance.

The Director of the Office of Adolescent Health, in consultation with the Assistant Secretary for Health (ASH) will provide recommendations for funding to the Grants Management Officer to conduct risk analysis. In providing these recommendations, the Director of the Office of Adolescent Health, in consultation with the ASH will take into consideration the following additional factor(s):

a) Geographic distribution of projects.

b) Diversity of settings and populations to be served.

c) Representation of project sites in communities of varying sizes, including rural, suburban, and urban communities.

d) Diversity of programs across projects.

e) Diversity of projects among replications of the same program.
3. Review of Risk Posed by Applicant

The HHS/OASH will evaluate, in accordance with 45 CFR § 75.205, each application recommended for funding by the program official indicated in Review and Selection Process for risks before issuing an award. This evaluation may incorporate results of the evaluation of eligibility or the quality of an application. If we determine that a Federal award will be made, special conditions that correspond to the degree of risk assessed will be applied to the Federal award. Such conditions may include additional programmatic or financial reporting or releasing funds on a reimbursable rather than cash advance basis. OASH will use a risk-based approach and may consider any items such as the following:

(a) Your financial stability;

(b) Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;

(c) History of performance. Your record in managing Federal awards, if you are a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;

(d) Reports and findings from audits performed; and

(e) Your ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
Prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (currently $250,000), we are required to review and consider any information about you that is in the designated integrity and performance system accessible through the System for Award Management (SAM) (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). You may, at your option, review information in SAM and comment on any information about yourself that a Federal awarding agency previously entered and is currently available through SAM. We will consider any comments by you, in addition to the other information in the designated system, in making a judgment about your integrity, business ethics, and record of performance under Federal awards when completing the review of risk.

If an we do not make an award to you because we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2), we must report that determination to FAPIIS, if certain conditions apply. At a minimum, the information in the system if you are a prior Federal award recipient must “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” 45 CFR §75.205(a)(2); see also 45 CFR § 75.212 for additional information.

4. **Final Award Decisions, Anticipated Announcement, and Federal Award Dates**

   **Upon completion of risk analysis and concurrence of the Grants Management Officer, HHS/OASH will issue Notices of Award. No award decision is final until a Notice of Award is issued. All award decisions, including level of funding if an award is made, are final and you may not appeal.**
HHS/OASH seeks to award funds as much in advance of the anticipated project start date shown in Section B “Federal Award Information,” as practicable, with a goal of 10-15 days. Note this is an estimated start date and award announcements may be made at a later date and with a later project period start date.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

HHS/OASH does not release information about individual applications during the review process. If you would like to track your application, please see instructions at http://www.grants.gov/web/grants/applicants/track-my-application.html. The official document notifying you that a project application has been approved for funding is the Notice of Award (NOA), approved by a Grants Management Officer of the HHS/OASH OGM. If you are successful, you will receive this document via system notification from our grants management system (Grant Solutions) and/or via e-mail. This document notifies the successful recipient of the amount awarded, the purposes of the award, the anticipated length of the project period, terms and conditions of the award, and the amount of funding to be contributed by the recipient to project costs, if applicable.

If you receive an NOA, we strongly encourage you to read the entire document to ensure your organization’s information is correct and that you understand all terms and conditions. You should pay specific attention to the terms and conditions, as some may require a time-limited response. The NOA will also identify the Grants Management Specialist and Program Project Officer assigned to the award for assistance and monitoring.
If you are unsuccessful or deemed ineligible according to the disqualification criteria, you will be notified by HHS/OASH by email and/or letter. If your application was reviewed by the independent review panel, you may receive summary comments pertaining to the application resulting from the review process. On occasion, you may receive a letter indicating that an application was approved but unfunded. These applications may be kept active for one year and may be considered for award without re-competing should funds become available during the hold period.

2. Administrative and National Policy Requirements

If you are successful and receive a Notice of Award, in accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 CFR part 75, currently in effect or implemented during the period of the award, or other Department regulations and policies in effect at the time of the award.

In addition, your organization must comply with all terms and conditions outlined in the Notice of Award, the U.S. Department of Health and Human Services (HHS) Grants Policy Statement (GPS), requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable, as well as any requirements or limitations in any applicable appropriations acts. The current HHS GPS is available at [http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf](http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf) Please note HHS plans to revise the HHS GPS to reflect changes to the regulations; 45 CFR parts 74 and 92 have been superseded by 45 CFR part 75.

You may only use award funds to support activities outlined in the approved project plan. If your application is funded, your organization will be responsible for the overall management of activities within the scope of the approved project plan. Please consult the HHS GPS Section
II and 45 CFR § 75.308 for aspects of your funded project that will require prior approval from the Grants Management Officer for any changes. Modifications to your approved project that will require prior approval include, but are not limited to: a change in the scope or the objective(s) of the project or program (even if there is no associated budget revision, such as reduction in services, closing of service or program site(s)); significant budget revisions, including changes in the approved cost-sharing or matching; a change in a key person specified in your application; reduction in time devoted to the project by the approved project director or principal investigator, either as percentage of full-time equivalent of 25% or more or absence for 3 months or more; or the subawarding, transferring or contracting out of any work that was not described in the approved proposal.

**Program Specific Terms and Conditions**

Prior approval is required for change of time or replacement of Key Personnel in addition to the Project Director/Principal Investigator. Key Personnel for this project are those that support day-to-day project management in addition to the Project Director, such as Project Manager, Project Coordinator, etc. Key Personnel also includes the lead evaluator.

**Closeout of Award**

Upon expiration of your project period, if we do not receive acceptable final performance, financial, and/or cash reports in a timely fashion within the closeout period, and we determine that closeout cannot be complete with your cooperation or that of the Principal Investigator/Project Director, we may elect to complete a unilateral closeout. (See F.3 Reporting below for closeout reporting requirements.) As a result, we may determine that enforcement actions are
necessary, including on another existing or future award, such as withholding support or a high-risk designation.

**Lobbying Prohibitions**

You shall not use any funds from an award made under this announcement for other than normal and recognized executive legislative relationships. You shall not use funds for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

You shall not use any funds from an award made under this announcement to pay the salary or expenses of any employee or subrecipient, or agent acting for you, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.
The above prohibitions include any activity to advocate or promote any proposed, pending, or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

Non-Discrimination Requirements

Pursuant to Federal civil rights laws, if you receive an award under this announcement you must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance for complying with civil rights laws that prohibit discrimination.  https://www.hhs.gov/civil-rights/index.html.


Compliance with the National CLAS Standards meets the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency.

**Smoke- and Tobacco-free Workplace**

The HHS/OASH strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. This is consistent with the HHS/OASH mission to protect and advance the physical and mental health of the American people.

**Acknowledgement of Funding and HHS Rights to Materials and Data**

Each year’s annual appropriation requires that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all organizations receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state—(1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

You must also acknowledge Federal support in any publication you develop using funds awarded under this program, with language such as:

This publication (journal article, etc.) was supported by Award No. ____________ from the Office of the Assistant Secretary of Health (OASH). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of OASH.
All publications you develop or purchase with funds awarded under this announcement must be consistent with the requirements of the program. You own the copyright for materials that you develop under this award, and pursuant to 45 CFR § 75.322(b), HHS reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for Federal purposes, and to authorize others to do so. In addition, pursuant to 45 CFR § 75.322(d), the Federal government has the right to obtain, reproduce, publish, or otherwise use data produced under this award and has the right to authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

**Trafficking in Persons**

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to [http://www.hhs.gov/opa/grants/trafficking_in_persons_award_condition.html](http://www.hhs.gov/opa/grants/trafficking_in_persons_award_condition.html). If you are unable to access this link, please contact the Grants Management Specialist identified in this funding opportunity announcement to obtain a copy of the term.

**Efficient Spending**

This award may also be subject to the HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications available at [http://www.hhs.gov/grants/contracts/contract-policies-regulations/efficient-spending/](http://www.hhs.gov/grants/contracts/contract-policies-regulations/efficient-spending/)

**Pilot Whistleblower Protection**
If you receive an award, you will be subject to a term and condition that applies the terms of 48 CFR § 3.908 to the award, and requires that you inform your employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712 in the predominant native language of the workforce.

**Same-sex Spouses, Marriages, and Households**

A standard term and condition of award will be included in the final Notice of Award (NOA) that states: “In any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, recipients must treat same-sex spouses, marriages, and households on the same terms as opposite-sex spouses, marriages, and households, respectively. By “same-sex spouses,” HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By “same-sex marriages,” HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By “marriage,” HHS does not mean registered domestic partnerships, civil unions, or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.”
Human Subjects Protection

Federal regulations (45 CFR Part 46) require that applications and proposals involving human subjects must be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If research involving human subjects is anticipated, you must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in 45 CFR part 46. You may find it online at [http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html](http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html).

Applicants that plan to engage in research involving human subjects are encouraged to provide information regarding participation in research in their recruitment efforts and provide a link to [www.hhs.gov/about-research-participation](http://www.hhs.gov/about-research-participation).

3. Reporting

Performance Reports

You must submit performance reports on a semi-annual basis. Your performance reports must address content required by 45 CFR § 75.342(b)(2). The awarding program office may provide additional guidance on the content of the progress report. You must submit your performance reports by the due date indicated in the terms and conditions of your award via upload to our grants management system (GrantSolutions.gov), in the Grant Notes module.

You will also be required to submit a final performance report covering the entire project period 90 days after the end of the project period. You must submit the final report by upload to our grants management system (GrantSolutions.gov), in the Grant Notes module.
Performance Measures

All recipients will be expected to collect a common set of performance measures to assess project implementation. Depending upon the approach, unique measures may be included related to whether the project is observing intended outcomes. Recipients must collect all performance measures and report to OAH on a semi-annual basis (pending OMB approval). Performance measures are submitted to OAH through the OAH Performance Measures website. Final performance measures will be provided to recipients during the first six months of funding and will include measures on reach, dosage, implementation of effective programs according to fidelity, quality and components/elements, sustainability, partnerships, trainings, and dissemination.

Financial Reports

You will be required to submit quarterly Federal Financial Reports (FFR) (SF-425). Your specific reporting schedule will be issued as a condition of award. You will also be required to submit a final FFR covering the entire project period 90 days after the end of the project period. You must submit FFRs via our grants management system (GrantSolutions.gov) FFR module.

Quarterly cash reporting to the HHS Payment Management System on the FFR is also required. Please note, at this time, these FFR reports are separate submissions via the Payment Management System. At this time, data is not transferable between the two systems and you will report twice on certain data elements.
Audits

If your organization receives $750,000 or greater in Federal funds, it must undergo an independent audit in accordance with 45 CFR part 75, subpart F.

Non-competing Continuation Applications and Awards

Each year of the approved project period, you will be required to submit a noncompeting application which includes a progress report for the current budget year, and work plan, budget and budget justification for the upcoming year. Specific guidance will be provided via Grant Solutions well in advance of the application due date. HHS/OASH will award continuation funding based on availability of funds, satisfactory progress of the project, grants management compliance, including timely reporting, and continued best interests of the government. Additionally, failure to provide final progress or financial reports on other awards from HHS may affect continuation funding.

FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (http://www.FSRS.gov) for all sub-awards and sub-contracts issued for $25,000 or more as well as addressing executive compensation for both recipient and sub-award organizations.

Reporting of Matters Relating to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during
the period of performance of this Federal award, then you must maintain the currency of
information reported to the System for Award Management (SAM) that is made available in the
designated integrity and performance system (currently the Federal Awardee Performance and
Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings
described in paragraph A.2 of Appendix XII to 45 CFR part 75—Award Term and Condition for
Recipient Integrity and Performance Matters. This is a statutory requirement (41 U.S.C. § 2313).
As required by section 3010 of Public Law 111-212, all information posted in the designated
integrity and performance system on or after April 15, 2011, except past performance reviews
required for Federal procurement contracts, will be publicly available. For more information
about this reporting requirement related to recipient integrity and performance matters, see
Appendix XII to 45 CFR part 75.

Other Required Notifications

Before you enter into a covered transaction at the primary tier, in accordance with 2 CFR §
180.335, you as the participant must notify HHS/OASH, if you know that you or any of the
principals for that covered transaction:

(a) Are presently excluded or disqualified;

(b) Have been convicted within the preceding three years of any of the offenses listed in 2
CFR § 180.800(a) or had a civil judgment rendered against you for one of those offenses
within that time period;

(c) Are presently indicted for or otherwise criminally or civilly charged by a
governmental entity (Federal, State or local) with commission of any of the offenses
listed in 2 CFR § 180.800(a); or
(d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

At any time after you enter into a covered transaction, in accordance with 2 CFR § 180.350, you must give immediate written notice to HHS/OASH if you learn either that—

(a) You failed to disclose information earlier, as required by 2 CFR § 180.335; or

(b) Due to changed circumstances, you or any of the principals for the transaction now meet any of the criteria in 2 CFR § 180.335.

G. CONTACTS

Administrative and Budgetary Requirements:

For information related to administrative and budgetary requirements, contact the HHS/OASH grants management specialist listed below.

Roscoe Brunson
Office of Grants Management
1101 Wootton Parkway, Suite 550
Rockville, MD
Phone: 240-453-8822
Email: roscoe.brunson@hhs.gov
Program Requirements

For information on program requirements, please contact the program office representative listed below.

Latrece Timmons
Office of Adolescent Health
1101 Wootton Parkway, Suite 700
Rockville, MD 20852
Phone: 240-453-2846
Email: FY19TPPTier1FOA@hhs.gov

Electronic Submission Requirements

For information or assistance on submitting your application electronically via Grants.gov, please contact Grants.gov directly. Assistance is available 24 hours a day, 7 days per week.

GRANTS.GOV Applicant Support
Website: www.grants.gov
Phone: 1-800-518-4726
Email: support@grants.gov

H. OTHER INFORMATION

Awards under this Announcement

We are not obligated to make any Federal award as a result of this announcement. If awards are made, they may be issued for project periods shorter than indicated. Only the grants officer can bind the Federal government to the expenditure of funds. If you receive communications to negotiate an award or request additional or clarifying information, this does
not mean you will receive an award; it only means that your application is still under consideration.

Application Elements

The below is a summary listing of all the application elements required for this funding opportunity.

Application for Federal Assistance (SF-424)

Budget Information for Non-construction Programs (SF-424A)

Assurances for Non-construction Programs (SF-424B)

Disclosure of Lobbying Activities (SF-LLL)

Project Abstract Summary

Project Narrative – Submit all Project Narrative content as a single acceptable file, specified above.

Budget Narrative – Submit all Budget Narrative content as a single acceptable file, specified above.

Appendices – Submit all appendix content as a single acceptable file, specified above in the Attachments section of your Grants.gov application. Appendices should include the work plan, logic model, MOUs, CVs/resumes for key project personnel, position descriptions for open positions, and abstracts of supporting research studies.

2/13/2019

Evelyn M. Kappeler, Director, OAH

Date
Appendix A - References

Appendix B – Selected Glossary of Terms and Definitions

**Age Appropriate** – appropriate for the general developmental and social maturity of the targeted age group (as opposed to the cognitive ability to understand a topic, or the atypical maturation, of a small segment of the targeted population).

**Culturally and Linguistically Appropriate** – Respectful of and responsive to the cultural and linguistic needs of the population being served.

**Evaluation** - “An individual, systematic study to assess how well an entire program, intervention, or some specific aspect of a program works. Evaluations may address questions related to the implementation of the program, the effectiveness of program strategies, or factors that relate to variability in effectiveness of the program or strategies.” [13] “Evaluations can also examine questions related to understanding the contextual factors surrounding a program, as well as effective targeting for a program.”

**Fidelity** – Refers to the degree to which an implementer adheres to the core components of a program, the parts of the program or its implementation determined to be the key ingredients related to achieving the program’s outcomes.

**Fidelity Monitoring** – Steps taken to ensure that a program is implemented with adherence to its core components. Fidelity monitoring often includes collecting data on fidelity and quality of implementation from facilitators through independent observations, reviewing and analyzing data on a regular basis, using data to provide feedback to facilitators and staff, and using the data to make continuous quality improvements to the program and its implementation.

**Fit** – Refers to how well a program matches, or is appropriate for, the community, organization, stakeholders, and potential participants (i.e., youth).

**Key Staff** - Includes those individuals who will oversee the technical, professional, managerial, and support functions and/or assume responsibility for assuring the validity and quality of the project. This includes at a minimum the Project Director, Project Manager/Project Coordinator, and Lead Evaluator.

**Medical Accuracy** – Information will be referenced to peer reviewed publications by educational, scientific, governmental, or health organizations.

**Program** - “Generally, an organized set of activities directed toward a common purpose or goal”. [13] (e.g., curriculum).

**Replication** - “represents the deliberate or conscious repetition of research efforts, intended to confirm or extend previously or simultaneously obtained, but still uncertain, findings.” [12]

**Scale** – Deliberate efforts to increase the impact of programs successfully tested in pilot or experimental projects so as to benefit more people.
**Sexual Risk** – engaging in any behavior that increases one’s risk for any of the unintended consequences of sexual activity, including, but not limited to pregnancy.

**Strategic Dissemination and Communication** – The targeted distribution and communication of information, knowledge, and results to specific audiences to complement and support the overall project.

**Sustainability** – The ability for projects to effectively leverage partnerships and resources to continue projects, services, and/or strategic activities that result in improvements in the health and well-being of adolescents.

**Trauma-Informed Approach** - Refers to how a project, agency, organization, or community thinks about and responds to those who have experienced or may be at risk for experiencing trauma.
Appendix C - Example Work plan Templates
Example Work plan Template #1
(Note: Work Plan may be submitted as narrative or other format)
July 1, 2019 – June 30, 2020

Recipient Name ________________________________  Funds Requested ________________________________

**Goal 1:**

**Objective 1:**

**Rationale for Objective 1:**

Measures of Accomplishment for Objective 1:

a.  

b.  

c.  

**Activities in support of Objective 1:**

<table>
<thead>
<tr>
<th></th>
<th>Person/agency responsible for Accomplishing Activities.</th>
<th>Activity Timeline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td>a.</td>
</tr>
<tr>
<td>b.</td>
<td></td>
<td>b.</td>
</tr>
<tr>
<td>c.</td>
<td></td>
<td>c.</td>
</tr>
</tbody>
</table>
Example Work plan Template #2
July 1, 2018 – June 30, 2019

Recipient Name ___________________________        Funds Requested ___________________________

**Goal I:** Goal Statement

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Timeline</th>
<th>Measures of Accomplishment</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>A</td>
<td>S</td>
</tr>
<tr>
<td>Objective 1:</td>
<td>Activity 1:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activity 2:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activity 3:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objective Rationale:</td>
<td>Activity 4:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Activity 5:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Objective 2: | Activity 1: |          |    |    |    |    |    |    |    |    |    |    |    |        |                       |
|            | Activity 2: |          |    |    |    |    |    |    |    |    |    |    |    |        |                       |

| Objective Rationale: | Activity 3: |          |    |    |    |    |    |    |    |    |    |    |    |        |                       |
Work plan Instructions

1) **Name:** Name of the recipient organization.

2) **Funds Requested:** Funds requested for project period.

3) **Goal 1:** A broad statement of project purpose which describes the expected long-term effects of the project. Goals should address the project’s effect on the intended outcomes and identify the target population to be affected. Although only Goal 1 is shown as an example in the suggested work plan format, you should include all programmatic goals in your work plan.

4) **Objective 1:** A statement describing the results to be achieved and the manner in which these results will be achieved. Objectives should be **SMART,** that is, **Specific,** **Measurable,** **Achievable,** **Realistic,** and **Time-phased.** **Specific** objectives include who will be targeted and what will be accomplished; **measurable** objectives include how much change is expected specifically enough that achievement of the objective can be measured through counting or through documenting change or completion; **achievable** objectives can be realistically accomplished given existing resources and constraints; **realistic** objectives address the scope of the problem and reasonable programmatic steps; and **time-phased** objectives provide a time line indicating when the objective will be measured or a time by which the objective will be met. Although we only include one-two objectives in the example work plan template, you should list all objectives that support each goal in your work plan.

5) **Rationale for the Objective:** why you think the objective will contribute to accomplishing the goal. The objective should relate to the goal and should link to outcomes on the logic model leading to the desired outcomes. In addition, you may provide context that shows why this objective is necessary given your project’s resources or constraints.

6) **Activities** - describe anticipated events that will take place as part of your project in support of the objective. Although we only include a few activities in the example work plan template for each objective, you should list all activities for each objective.

7) **Timeline for Activities** – identify when the activity will be implemented.

8) **Measurement of Accomplishment** – these are the quantifiable criteria that describe how you know if you succeeded in accomplishing an objective. Measures might include target numbers or they might include quantifiable changes or completion of an activity.

9) **Person Responsible** – the one most responsible for ensuring that each activity is accomplished.
Appendix D - Logic Model Example Template
(Note: Logic Model may be submitted as narrative or other format)