



**Administration for Children and Families**

Administration on Children, Youth and Families - Family and Youth Services Bureau

Sexual Risk Avoidance Education Program

HHS-2020-ACF-ACYF-SR-1849

Application Due Date: 05/26/2020

Sexual Risk Avoidance Education Program  
HHS-2020-ACF-ACYF-SR-1849  
TABLE OF CONTENTS

- Overview
- Executive Summary
- I. [Program Description](#)
- II. [Federal Award Information](#)
- III. Eligibility Information
  - 1. [Eligible Applicants](#)
  - 2. [Cost Sharing or Matching](#)
  - 3. [Other](#)
- IV. Application and Submission Information
  - 1. [Address to Request Application Package](#)
  - 2. [Content and Form of Application Submission](#)
  - 3. [Unique Entity Identifier and System for Award Management \(SAM\)](#)
  - 4. [Submission Dates and Times](#)
  - 5. [Intergovernmental Review](#)
  - 6. [Funding Restrictions](#)
  - 7. [Other Submission Requirements](#)
- V. Application Review Information
  - 1. [Criteria](#)
  - 2. [Review and Selection Process](#)
  - 3. [Anticipated Announcement and Federal Award Dates](#)
- VI. Federal Award Administration Information
  - 1. [Federal Award Notices](#)
  - 2. [Administrative and National Policy Requirements](#)
  - 3. [Reporting](#)
- VII. [HHS Awarding Agency Contact\(s\)](#)
- VIII. [Other Information](#)

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

<b>Funding Opportunity Title:</b>	Sexual Risk Avoidance Education Program
<b>Announcement Type:</b>	Modification
<b>Funding Opportunity Number:</b>	HHS-2020-ACF-ACYF-SR-1849
<b>Primary CFDA Number:</b>	93.060
<b>Due Date for Applications:</b>	05/26/2020

### Executive Summary

*Notice:*

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at <https://www.acf.hhs.gov/grants/howto>.**

This funding opportunity announcement is modified to remove the following language from *Section I. Program Description, Description, Background* "Another assessment tool is the SMARTool. \*Please note that providing a link to a non-Federal website in this FOA does not constitute an endorsement by ACF or any of its employees of the sponsors of the site or the information or products presented on the site. ACF cannot attest to the accuracy of information provided by this link or any other linked sites on the website." Also, this modification adds the subtitle "Evidence-Based or Evidence Informed Strategies" to *Section I. Program Description, Description, Background*.

The Administration for Children and Families, Administration on Children, Youth and Families' Family and Youth Services Bureau (FYSB) announces the availability of funds under the Sexual Risk Avoidance Education (SRAE) Program. The purpose of the SRAE Program is to fund projects to implement sexual risk avoidance education that teach participants how to voluntarily refrain from non-marital sexual activity. The services are targeted to participants that reside in areas with high rates of teen births and/or are at greatest risk of contracting sexually transmitted infections (STIs). The goals of SRAE are to empower participants to make healthy decisions and provide tools and resources to prevent pregnancy, STIs, and youth engagement in other risky behaviors.

Successful applicants are expected to submit program plans that agree to use medically accurate information referenced to peer-reviewed publications by educational, scientific, governmental, or health organizations; implement sexual risk avoidance curricula and/or strategies with an evidence-based approach integrate research findings with practical implementation that aligns with the needs and desired outcomes for the intended audience; and teach the benefits associated with self-regulation, success sequencing for poverty prevention, healthy

relationships, goal setting, and resisting sexual coercion, dating violence, and other youth risk behaviors, such as underage drinking or illicit drug use without normalizing teen sexual activity.

The award process for the FY 2020 SRAE Program allows for annual awards over a 36-month project period and is subject to the availability of funds.

## **I. Program Description**

### **Statutory Authority**

The SRAE Program is funded generally under the authority of section 1110 of the Social Security Act, 42 U.S.C. § 1310, and specifically by the appropriation for General Departmental Management for the Office of the Secretary under Division A, Title II of the Further Consolidated Appropriations Act, 2020, Pub. L. No. 116-94

### **Description**

#### **BACKGROUND**

The SRAE program was first funded in FY 2016 and supports the implementation of prevention education aimed to teach youth how to voluntarily refrain from non-marital sexual activity and other risky behaviors. The program is designed to teach youth personal responsibility, self-regulation, goal setting, healthy decision-making, a focus on the future, and the prevention of youth risk behaviors such as drug and alcohol usage without normalizing teen sexual activity. Programs are required to implement an evidence-based approach integrating research findings with practical implementation that aligns with the needs and desired outcomes for the intended audience.

During 2007–2017, the number of students who had ever had sexual intercourse decreased, which is a positive change in the level of sexual risk among adolescents in the United States. [1] This trend supports the expansion of sexual risk avoidance education and demonstrates the broad appeal for the Sexual Risk Avoidance (SRA) message. According to the Centers for Disease Control and Prevention (CDC), the proportion of high school students who had ever had sexual intercourse decreased significantly overall and among ninth and tenth grade students, non-Hispanic Black students in all grades and Hispanic students in ninth, tenth, and eleventh grades.

While trend data reports that fewer teens are currently engaged in risky behaviors, there is a need for intentional efforts to teach sexual delay until marriage as normative behavior. In 2017, the birth rate for youth ages 15-19 reached a historic low of 18.8 births per 1,000 women. Additionally, the birth rate for teenagers declined for both younger (aged 15–17) and older (aged 18–19) teenagers to 7.9 and 35.1 births per 1,000 women, respectively. [2] Although there has been a significant decline in the teen birth rate for all groups, disparities still exist. In 2017, the birth rate for African American, Hispanic/Latino, and American Indian/Alaska Native youth was 27.5, 28.9 and 32.9 births per 1,000 women, respectively. Socioeconomically disadvantaged youth of any race or ethnicity experience the highest rates of teen pregnancy and childbirth. [3] Additionally, the latest CDC data indicate that young people aged 15 to 24 account for half of new sexually transmitted diseases reported annually. [4]

Adolescents who are at greatest risk of STIs and unintended pregnancies are a complex and dynamic group. Thus, a targeted and holistic approach is essential to preventing teen pregnancy and other risky behaviors.

### **Evidence-Based or Evidence Informed Strategies**

Grantees are not required to choose from a prescribed list, as there is no mandated list of curricula required by FYSB for SRAE. SRAE grantees should make this fact clear to all subrecipient(s) or potential subrecipient(s). All curricula used by funded grantees, as well as their subrecipient(s), must be compliant with the SRAE statute and use an evidence-based approach and/or effective strategies to educate youth on how to avoid risks that could lead to non-marital sexual activity.

To ensure effective programming, the SRAE Program must, at a minimum, implement evidence-based programs that comply with the following requirements:

- Provide data that demonstrates how the selected curriculum and overall proposal systematically applies key program elements that have been found to be effective in positive youth behavior change, especially delaying initiation of sexual activity, returning to a lifestyle without sex, and refraining from non-marital sex.
- Teach the benefits associated with self-regulation, success sequencing for poverty prevention, healthy relationships, goal setting, resisting sexual coercion, dating violence, and other youth risk behaviors, such as underage drinking or illicit drug use, without normalizing teen sexual activity.
- Link program participants to services with local community partners and other agencies that support the health, safety, and well-being of program participants. The partnering agencies should share a commitment for optimal health outcomes that do not normalize teen sex.
- Provide formal training for facilitators/educators in the program model, elements of the program models, and youth risk and protective factors. This training must be delivered by professionals who can provide follow-up technical assistance to facilitators. Selection of curricula from the Department of Health and Human Services' (HHS) Teen Pregnancy Prevention evidence review list is not required.
- Education in sexual risk avoidance be the exclusive purpose of the grant.

These required components can be found in assessment tools, such as in the CDC Health Education Curriculum Assessment Tool (HECAT), which provides critical elements for success in implementing programs to positively change youth behavior.

ACF requires applicants to review effective programs to determine whether the interventions can be adapted, subject to copyright restrictions, be implemented with fidelity to the design of the intervention, and adhere to the core curriculum components to meet the requirements of programs designed for this grant. The selected interventions must be promising practices or have evidence of effectiveness with the target populations.

Curricula and any related materials must be in accordance with 45 CFR § 87.3, Equal Treatment for Faith Based Organizations. For more information, please reference the Administrative and National Policy Requirements, which can be found on the ACF website at: <https://www.acf.hhs.gov/administrative-and-national-policy-requirements#chapter-2>.

## **Positive Youth Development (PYD) Approach**

SRAE projects must include Positive Youth Development (PYD) as part of any risk avoidance strategies to help participants build healthy life skills and protective factors that mitigate the impact of past and future negative factors, empower participants to make healthy decisions, provide tools and resources to prevent pregnancy and STIs, and prevent youth engagement in other risky behaviors. The program approach must also include service linkages to local community partners that support the safety and well-being of the target population. For more information on PYD, please see: <https://aspe.hhs.gov/execsum/positive-youth-development-united-states-research-findings-evaluations-positive-youth-development-programs>.

## **Medically Accurate and Culturally and Age-Appropriate**

SRAE programs must provide information that is medically accurate, which means referenced in peer-reviewed publications by educational, scientific, governmental, or health organizations. Education must be culturally appropriate, recognizing the experiences of youth from diverse communities and backgrounds, and based on adolescent learning and developmental theories for the age group receiving the education.

Program materials, such as texts, supplements, workbooks, videos, flyers, handouts, posters, and flash cards should be reviewed in comparison to current medical statements of fact in accordance with the most up to date, scientifically supported information.

Applicants must provide plans to use culturally sensitive interventions that incorporate the norms, beliefs and values of the target population into the intervention. [5] The proposed project should demonstrate cultural competence in providing socially, linguistically, and culturally appropriate interventions with the target population.

SRAE programs must provide age-appropriate information and activities. The topics, messages, and teaching methods implemented by the project must be consistent with the developmental and social maturity of the program participants and emphasize sexual delay until marriage as normative behavior.

## **Curriculum Fit and Selection**

Programs may select a curriculum that fits the needs of the youth served, provided it adheres to these requirements:

- Curricula, interventions, and activities that exclusively implement education in sexual risk avoidance (defined as voluntarily refraining from non-marital sexual activity) and address the trauma needs of vulnerable youth.
- Curriculum is medically accurate, age-appropriate with regard to the developmental stage of the intended audience, culturally appropriate, and linguistically appropriate.
- Interventions, materials, and curricula must not promote, encourage, or normalize sexual activity outside of marriage.
- Curricula, interventions, and activities can provide information on contraception that does not include demonstrations and/or simulations of contraceptive devices. Any information provided on contraception must ensure that youth understand that contraception offers physical risk reduction and not risk elimination.

Programs must address the following topics:

- The holistic individual and societal benefits associated with personal responsibility, self-regulation, goal setting, healthy decision-making, and a focus on the future.
- The advantage of refraining from non-marital sexual activity to improve future prospects and the physical and emotional health of youth.
- The increased likelihood of avoiding poverty when youth attain self-sufficiency and emotional maturity before engaging in sexual activity.
- The foundational components of healthy relationships and their impact on the formation of healthy marriages and safe and stable families.
- How other youth risk behaviors, such as drug and alcohol usage increase the risk for teen sex.
- How to resist and avoid, and receive help regarding sexual coercion and dating violence, recognizing that even with consent, teen sex remains a youth risk behavior.

Curricula and any related materials must be in accordance with 45 CFR § 87.3, Equal Treatment for Faith-Based Organizations. For more information, please reference the Administrative and National Policy Requirements, which can be found on the ACF website at: <http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

### **Referrals to Healthcare and Other Services**

SRAE programs may only provide education to youth on sexual risk avoidance. Funds may not be used to provide separate services, such as health care, educational services (e.g., tuition for formal K-12/GED classes), career development, or counseling services (e.g., substance abuse including alcohol, tobacco cessation, mental health issues, and intimate partner violence). As needs are identified, grantees should provide referrals for necessary services, but may not pay for the services themselves with ACF funding. HHS does not allow federal programs to make referrals for abortions or to facilities where abortion is a method of family planning. Programs must track referrals and the initiation of services.

### **SRAE POST AWARD REQUIREMENTS**

The acceptance of federal funds under this FOA will signify agreement by the grantee that it must comply with the following requirements:

- Have the program fully functioning within 90 days following the Notice of Award for the grant. Grantees must provide services for a minimum of 33 months of the 36-month project period (e.g., 3-month start-up period).
- Have facilitators/educators formally trained in the program model or elements of the program model by professionals who can provide follow-up technical assistance to facilitators.
- Send at least two key staff persons to the 3-day Adolescent Pregnancy Prevention (APP) Program Grantee Conference to be tentatively held in the Anaheim, California area, in 2021. A minimum of two staff persons are to attend at least one of two topical training sessions offered each year of the project period in areas such as Washington, DC; Portland, Oregon; and Boston, Massachusetts.
- Collect and report on Office of Management and Budget-approved federal SRAE

performance measures (prime recipient, partners, and sub-recipients).

- Participate in a new grantee orientation webinar. The webinar is expected to be held shortly after the official award date.
- For prime-recipients conducting local evaluations, participate in training and technical assistance provided by the government and follow related guidance provided by ACF/FYSB.

For more information on application components specific to this FOA, please reference *Section IV.2 The Project Description*.

### **Performance Measurement**

All prime recipients and sub-recipient(s) will be required to monitor and report on program implementation and outcomes through performance measures. ACF plans to use performance measures data to monitor progress towards expected outcomes, to improve programs by strategically directing training and technical assistance efforts, and to report on the status and progress of the program. FYSB does not intend to use performance measures to determine program effectiveness or impact.

Performance measures will be distributed to prime recipients and funded sub-recipients who will be required to report on these measures approximately twice a year. ACF will provide training on how to collect and submit performance measure data. Prime recipients are encouraged to develop additional indicators of program performance for their internal data collection needs as desired. Any additional data collection instruments must be administered separately and not labeled as being OMB-approved.

The broad categories of performance measures that ACF will collect are:

1. Measures of structure, cost, and support for implementation (e.g., number of prime recipient/sub-recipient staff administering the SRAE program, total amount of SRAE grant funding obligated to direct service provision, trainings conducted for SRAE facilitators/educators);
2. Measures of attendance, reach, and dosage (e.g., number of youth in attendance for each session, number of youth who completed at least 75 percent of the intended program hours, program populations served);
3. Participant characteristics (e.g., age, grade, race, ethnicity);
4. Measures of participants' behavioral intentions and perceptions of the program and its intended effects (e.g., number of youth who plan to refrain from non-marital sex).

Prime recipients applying for funds must indicate their agreement to collect performance measures and submit the data to ACF. Prime recipients are encouraged to develop additional indicators of program performance as needed.

NOTE: *Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. §§ 3501-3521), under this FOA, FYSB will not conduct or sponsor – and a person is not required to respond to a collection of information covered by such Act, unless it displays a currently valid OMB control number. ACF will obtain OMB approval under the PRA prior to requesting and collecting performance measures. This will cover performance measures that may go beyond the standard ACF Performance Progress Report (0970-0406).*



## Local Evaluation

Applicants have the option to conduct a local evaluation of their SRAE projects. Applicants that choose to conduct a grantee specific evaluation, referred to as "local evaluation" throughout this FOA must provide a description of their evaluation plan. The purpose of local evaluations is to contribute to the evidence base for sexual risk avoidance programming, and provide an opportunity for grantees to learn whether desired outcomes are being achieved, identify areas for improving program quality, and/or examine whether the program(s) being implemented is effective. Applicants may only propose one local evaluation. Evaluations must answer one or more specific research questions related to the programming implemented and funded by the grant. The research question(s) must drive the local evaluation, including its design, methods, data collection, and analyses.

ACF is interested in supporting high-quality, well-designed local evaluations that expand the evidence base and provide learning opportunities for programs. ACF will work in collaboration with grantees to disseminate information about the evaluation findings. SRAE evaluations conducted or supported should be:

- Rigorous;
- Evidence-based; and
- Designed and conducted by independent researchers who have experience in conducting and publishing research or evaluation studies in peer-reviewed outlets.

Three types of methodologies are permitted for local evaluations:

- Impact evaluations: efficacy/effectiveness studies that have a control/comparison group that either receives no services or distinct services from the intervention group and, preferably, measure behavioral outcomes beyond the period directly following the end of programming, when feasible;
- Comprehensive needs assessments: scientific/systematic investigations which identify needs and challenges around a given issue, determine root causes, identify current barriers to addressing the need, and set priorities for future actions; and
- Descriptive studies: studies that both document and link both program implementation (i.e., activities/components/program delivery) and participant outcomes.

Well-conducted evaluations require time for planning, implementation, analysis, reporting, and dissemination activities. Applicants are advised to develop evaluation timelines that are sufficient for conducting impact studies, comprehensive needs assessments, or descriptive studies that document and link program implementation and participant outcomes. FYSB also recommends that applicants review the current SRAE evaluation resources to inform the evaluation plan, including the research questions and evaluation design. These resources can be found at <https://sraene.com/resources>.

Local evaluations must be designed and conducted by independent researchers, called "local evaluators," who have experience in conducting evaluations of youth-focused programs in the community and publishing research in peer-reviewed publications. The expertise of the evaluator should match the type of methodology for the proposed local evaluation. Examples of independent evaluators may be universities, research organizations, evaluation consultants, or

other institutions with experience in conducting high-quality evaluations of community programs.

ACF will provide technical assistance and/or training to prime recipients conducting local evaluations and to their local evaluators, on evaluation planning, implementation, analysis, reporting, and dissemination, in order to maximize learning from these projects. As part of the technical assistance, prime recipients may also be asked to complete standardized forms and templates to describe their evaluation plans and submit evaluation updates. These forms and templates are subject to OMB approval under the PRA. ACF will obtain OMB approval prior to requiring prime recipients to complete the forms and/or templates. ACF will review and provide suggestions to prime recipients to improve plans prior to the initiation of local evaluation activities. Improvements may include reconsiderations of evaluation design and funding.

Upon completion of local evaluations, prime recipients may be asked to submit a final report to ACF. The final report template is subject to OMB approval under the PRA, which ACF will obtain prior to use. Although ACF will provide technical support to prime recipients that propose local evaluations, the prime recipients will ultimately have oversight of the entity that conducts the evaluation, as well as the sub-recipient(s) that they select to participate in the evaluation and what data will be collected.

Prime recipient funding levels will not be adjusted if a local evaluation is not proposed. Applicants should carefully assess whether they have the capacity and sufficient funding allocated to conduct a local evaluation within the short project period.

If the applicant chooses to conduct a local evaluation, they must describe the amount of funding that will be allocated towards conducting an evaluation, within the allowable amount (up to 20 percent of total budget).

### **National Evaluation**

ACF will conduct a national descriptive study, which includes ACF projects, e.g., state-led programs, or sub-recipient programs, funded under this FOA. All applicants must indicate their agreement to participate.

ACF may invite a subset of projects, e.g., state-led programs, or sub-recipient programs, funded under this FOA to participate in a rigorous federal evaluation. Federal evaluations are subject to the PRA and ACF will receive approval prior to launching any evaluations.

### **GLOSSARY OF TERMS**

The terms Sexual Risk Avoidance, Age-Appropriate, and Youth are defined according to the SRAE legislation. All other terms are defined by applicable research for the purposes of this FOA.

**Activities** – All the actions needed to prepare for and carry out the program. This includes program and financial management, intervention activities, training activities, and staff debriefings.

**Adaptation** – The modification of an evidence-based intervention that has been developed for a single, demographic, ethnic, linguistic, and/or cultural group for use with other groups.

**Age-appropriate** – Suitable (in terms of topics, messages, and teaching methods) to the

developmental and social maturity of the particular age or age group of children or adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

**Continuous Quality Improvement** – A continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes.

**Dating Violence** – The type of intimate partner violence that occurs between two young people who are, or who were once in an intimate relationship.

**Effectiveness** – The impact of a program under conditions that are likely to occur in a real world implementation.

**Evidence-Based** – Interventions, strategies, approaches, and/or program models that have been evaluated using rigorous evaluation design such as randomized controlled or high-quality quasi-experimental trials and that have demonstrated positive impacts for youth, families, and communities.

**Fidelity** – The degree to which an intervention is delivered as designed. Faithfulness with which a curriculum or program is implemented; that is, how well the program is implemented without compromising the core content that is essential for the program effectiveness.

**Goal Setting** – The process of deciding what to accomplish and devising a plan to achieve the desired result(s).

**Key Program Elements** – Information and concepts central to implementation of the sexual risk avoidance education program.

**Healthy Relationships** – Peer, romantic, marriage, family, and other interactions that are based on trust, honesty, and respect, and allow adolescents to feel supported, connected, and independent. In healthy relationships, key elements are communication, appropriate boundaries, empathy, effective conflict resolution, and resistance of peer pressure.

**Implementation** – The process of introducing and using interventions in real-world service settings, including how interventions or programs are adapted, sustained, and taken to scale.

**Medically Accurate** - Medical information must be verified or supported by the weight of research. The research must be conducted in compliance with accepted scientific methods and published in peer-reviewed journals where applicable, or comprise information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete.

**Memorandum of Understanding (MOU)** – A written statement from a stakeholder organization or individual describing a commitment, including possibly a financial role, in supporting the implementation of a program.

**Normalizing teen sexual activity** – Creating the impression that teen sexual activity outside of marriage is appropriate and/or healthy behavior.

**Organizational Capacity** – The resources (e.g., staff, skills, facilities, finances, technology, partnerships capabilities, and other resources) an organization has to implement a program.

**Outcomes** – The intended effects of the implemented program or program elements such as

increase in knowledge, development of skills, and behavior changes.

**Objectives** – The specific and measurable actions that support the expected result of the program.

**Performance Measures** – Indicators that are designed to collect data for program monitoring, improvement, and reporting purposes.

**Self-Regulation** – The act of managing thoughts and feelings to enable goal directed actions, including a variety of actions necessary for success in school, relationships, and the workplace.

**Sexual Risk Avoidance** – Voluntarily refraining from non-marital sexual activity.

**Sexually Transmitted Diseases** – Also referred to as sexually transmitted infections, are passed on from one person to another through sexual contact.

**Success Sequencing for Poverty Prevention** – The three steps that young adults should take to improve the likelihood of successful economic outcomes when reaching adulthood. The steps include, but are not limited to, graduating from high school, working a full time job, and waiting until age 21 or later to get married and have children.

**Youth** – One or more individuals who have attained age 10, but not age 20.

## References

[1] Centers for Disease Control and Prevention Morbidity and Mortality Weekly Report: Sexual Intercourse Among High School Students — 29 States and United States Overall, 2005–2015 (2018) [https://www.cdc.gov/mmwr/volumes/66/wr/mm665152a1.htm?s\\_cid=mm665152a1\\_w](https://www.cdc.gov/mmwr/volumes/66/wr/mm665152a1.htm?s_cid=mm665152a1_w).

[2] Hamilton, B.E., Martin, J.A., & Osterman, M.J.K., et al. (2018). Births: Final Data for 2017. National Vital Statistics Report; vol 67 no 8. Hyattsville, MD: National Center for Health Statistics. [https://www.cdc.gov/nchs/data/nvsr/nvsr67/nvsr67\\_08-508.pdf](https://www.cdc.gov/nchs/data/nvsr/nvsr67/nvsr67_08-508.pdf).

[3] Centers for Disease Control and Prevention Morbidity and Mortality Weekly Report: Youth Risk Behavior Surveillance-United States - 2017 (2018) <https://www.cdc.gov/healthyyouth/dat/yrebs/pdf/2017/ss6708.pdf>.

[4] Centers for Disease Control and Prevention (2017). Sexually Transmitted Disease Surveillance 2016. Atlanta: U.S. Department of Health and Human Services. <https://www.cdc.gov/mmwr/volumes/67/ss/ss6708a1.htm>.

[5] David R. Hodge, PhD, K.F. (2010). Culturally Sensitive Interventions and Health and Behavioral Health Youth Outcomes: A Meta-Analytic Review. *Social Work in Health Care* 49:5, 401-423. Retrieved online at: <https://www.tandfonline.com/doi/abs/10.1080/00981381003648398>.

## II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$33,500,000
Expected Number of Awards:	40
Award Ceiling:	\$450,000 Per Project Period
Award Floor:	\$300,000 Per Project Period

Average Projected Award Amount: \$400,000 Per Project Period  
Anticipated Project Start Date: 09/30/2020

**Length of Project Periods:**

Length of Project Period: 36-month project period with three 12-month budget periods

**Additional Information on Awards:**

**Awards made under this announcement are subject to the availability of federal funds.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

### III. Eligibility Information

#### III.1. Eligible Applicants

Applicants eligible for SRAE funding are:

- State, territorial, or county governments
- City or township governments
- Special district governments
- Independent, regional, and local school districts
- Public and state controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Non-profits having 501(c)(3) status with the IRS other than institutions of higher

education

- Non-profits without 501 (c)(3) status with the IRS other than institutions of higher education
- Private institutions of higher education
- For profit organizations other than small businesses
- Small businesses

Applicants serving an emerging, unserved, or underserved population or remote geographic area are encouraged to apply for funding under this FOA

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

**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**, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that**

have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

### III.3. Other

#### **Application Disqualification Factors**

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

#### **Award Ceiling Disqualification**

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

#### **Required Electronic Application Submission**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

#### **Missing the Application Deadline (Late Applications)**

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

#### **Notification of Application Disqualification**

Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

## **IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Mona-Lee Belizaire  
c/o F2 Solutions  
Attn: Sexual Risk Avoidance Education Program Funding  
1401 Mercantile Lane, Suite 401  
Largo, MD 20774  
Phone: 1-855-792-6551  
Email: [TechAssist@FYSB.net](mailto:TechAssist@FYSB.net)  
URL: [www.Grants.gov](http://www.Grants.gov)

#### **Electronic Application Submission:**

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://www.Grants.gov).

#### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at [www.Grants.gov](http://www.Grants.gov). See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large



documents (files) to [www.Grants.gov](http://www.Grants.gov).

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## **IV.2. Content and Form of Application Submission**

### **FORMATTING APPLICATION SUBMISSIONS**

**Each applicant applying electronically via [www.Grants.gov](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

***FOR ALL APPLICATIONS:***

**Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

**Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

**Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

**Accepted Font Style**

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

**English Language**

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

**Page Limitations**

**Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND**

**CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.**

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

#### **Application Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

#### **Adherence to FOA Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

#### **Corrections/Updates to Submitted Applications**

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

#### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of

the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures of the authorized representatives.

### **Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

With the exception of Standard Forms and OMB-approved forms, the application submission in its entirety (Project Description and Appendices files) is limited to 100 pages.

File 1 - Project Description - The suggested page length for the project description is 70 pages and must include the following:

1. Table of Contents
2. Project Summary/Abstract
3. Objectives and Need for Assistance
4. Expected Outcomes
5. Approach
6. Project Timelines and Milestones
7. Program Performance Evaluation Plan
8. Organizational Capacity (e.g., resumes, job descriptions, organizational charts)
9. Logic Model
10. Line Item Budget and Budget Justification
11. Plan for Oversight of Federal Award Funds
12. Project Sustainability Plan

File 2 - Appendices - The suggested page length for appendices is 30 pages and must include the following:

1. Third-party Agreements/MOUs
2. Letters of Support
3. Proof of Legal Status (if applicable)
4. Indirect Cost Rate Letter (if applicable)

## **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

**Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.**

**File One:** Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

**File Two:** Must contain all documents required in the Appendices.

### **Adherence to the Two-File Requirement**

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

### **Application Upload Requirements**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes

guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

### **Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

### **ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

### **Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

## FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission*" at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6)

### Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on [www.Grants.gov](http://www.Grants.gov) under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

### Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

## Required Forms, Assurances, and Certifications

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at [www.Grants.gov](http://www.Grants.gov).

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project.

Programs	By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> .  Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.  SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a> .	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.

**Mandatory Grant Disclosure**

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

**And to:**

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

**Fax:** (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

**Email:** [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

**Non-Federal Reviewers**

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

**The Project Description**



## **The Project Description Overview**

### **General Expectations and Instructions**

The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.I. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

### **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

### **Project Summary**

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

### **Geographic Location**

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

### **Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

### **Objectives**

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area. The discussion may also include brief descriptions of existing programs and/or gaps therein to address the problem. However, the applicant should avoid detailed descriptions of these programs. The goal is not to describe all programs and activities in the state, but rather to demonstrate that the applicant has assessed how best to use the available grant funds.

### **Expected Outcomes**

Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

### **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be

accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Describe how the project will educate youth on how to refrain from non-marital sexual activity and prevent other youth risk behaviors. In addition, describe how the program incorporates a positive youth development approach that includes risk and protective factors in young people's lives that are known to influence sexual activity and other risky behaviors.

Describe how interventions will address the trauma needs of vulnerable youth and will ensure all curricula, services, and materials are medically accurate, culturally and age appropriate, and voluntary.

Describe how the project will ensure the use of medically accurate and complete information based on adolescent learning and developmental theories for the age group receiving the education.

Describe how the project will teach the benefits associated with each of the following: self-regulation; success sequencing for poverty prevention; healthy relationships; goal setting; resisting sexual coercion; dating violence; and other youth risk behaviors such as underage drinking or illicit drug use without normalizing teen sexual activity.

Provide a rationale for choosing the selected curriculum and cite evidence that demonstrates how the selected curriculum and overall proposal systematically applies key program elements that have been found to be effective in positive youth behavior change, especially as related to delaying initiation of sexual activity, returning to a lifestyle without sex, and/or refraining from non-marital sex.

Describe the process and tools that will be used to monitor program fidelity and, if adaptations are planned, provide a clear rationale for the proposed adaptations.

Describe the range of mechanisms that will be used to deliver services (i.e., school-based programs and/or youth development programs). The description must identify referral resources, include information about how referrals will be made to other services and programs, and how follow up will take place, when appropriate. Referral resources should include, but not be limited to, substance use and abuse, mental health services, and other health services.

Provide a detailed description of the curriculum, interventions, and activities including an overview of the modules in the curriculum and types of activities and interventions that will be conducted and how they align with the SRAE goals, objectives, and requirements.

Provide a clear justification of the estimate of the overall program participants in each year of the project. Applicants must include a description of the types of participants by age groups or grades, race, ethnicity, and other descriptive factors.

Applicants must describe the strategies that are culturally and linguistically responsive to the target population(s) to be used to effectively recruit and retain youth participants.

Identify all methods used that will ensure facilitators/educators who will deliver the program(s) have been or will be formally trained in the SRA program model, key research-based program

elements that have been found to be effective in positive youth behavior change (especially as related to delaying initiation of sexual activity until marriage, returning to a lifestyle without sex, and/or refraining from non-marital sex.), and other related youth risk and protective factors. This training is to be delivered by professionals who can provide follow-up technical assistance to facilitators.

Applicants must provide a detailed, thorough, and realistic description of the recruitment, retention, professional development training, and technical assistance plan for facilitators/educators through-out the project period.

Provide a detailed, thorough, and realistic description of the recruitment and retention plan for the target population. The approach described must be specific for the target population, service delivery location, and implementation setting.

Detail how each proposed position is appropriate and relevant to the successful implementation of the proposed project.

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes;
- Curricula Vitae (CV);
- List of Board of Directors;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.
- Job descriptions for each vacant key position.

### **Program Performance Evaluation Plan**

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing

activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

Applicants that plan to conduct a local evaluation must describe a plan to implement the evaluation in the 36-month project period. The plan must include:

1. Proposed research questions;
2. Plan for rigorous evaluation design;
3. How an independent local evaluator will be procured (including the types of experience of the independent evaluator, and proposed evaluation infrastructure); and
4. How data will be collected and reported on OMB –cleared program performance measures.

Plans should be clearly described with an understanding that modifications may be required after a local evaluator is officially hired and/or federal government-sponsored technical assistance is provided.

Applicants that propose to conduct a local evaluation or research must provide a plan to ensure that the evaluation will:

- Answer important questions of interest to the applicant, if awarded, and community to the larger field of sexual risk avoidance education;
- Include an appropriate evaluation design;
- Address sexual risk avoidance outcomes, specifically, sexual activity or other sexual behaviors, or reducing pregnancy among youth;
- Address outcomes, including self-regulation; and
- Meet expectations of rigor that ACF provides through a system of technical assistance

Applicants must clearly state their assurance/agreement that the applicant organization and any sub-recipients will participate, if selected for the national evaluation(s).

Applicants must describe a plan for program performance evaluation that will contribute to continuous quality improvement, even if the applicant is not proposing to conduct a local evaluation.

## **Logic Model**

Applicants must submit a logic model for designing and managing their project. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

## **Project Sustainability Plan**

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and outcomes.

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

## **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities).

Collaboration/consortia applicants must provide letters of commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

## Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

### The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**Special Note:** *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and Further Consolidated Appropriations Act, 2020, (Division A, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$197,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.

Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period 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.

Include costs in the budget for two key staff persons to attend the 3-day APP Annual Grantee Conference held in the Washington, DC, area and for two key staff persons to attend a minimum of one of two topical training sessions offered in each year of the 36-month project period.

Applicants proposing local evaluations must propose a budget with no more than 20 percent of

project costs devoted to evaluation.

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

### **Personnel**

**Description:** Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

**Justification:** For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

### **Fringe Benefits**

**Description:** Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

**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, taxes, etc.

### **Travel**

**Description:** Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

**Justification:** For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget justification.

### **Equipment**



**Description:** "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit 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 the organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

**Justification:** For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

### **Supplies**

**Description:** Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000. See 45 CFR § 75.453 for more information.

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

### **Contractual**

**Description:** Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in [Office of Management and Budget \(OMB\) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance](#) and 48 CFR Subpart 2.1 (when amended accordingly). 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 ACF.

Indicate whether the proposed agreement qualified as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must

provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

### **Other**

**Description:** Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

**Justification:** Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under this category.

### **Indirect Charges**

**Description:** Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

**Justification:** An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

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 Section 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 the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

**Justification:** This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

### **Commitment of Non-Federal Resources**

**Description:** Amounts of non-federal resources that will be used to support the project as

identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

**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 or cost sharing by statute**, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**Justification:** If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications 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).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.I. Criteria* of this announcement.

#### **Paperwork Reduction Act Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the

collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## Application Submission Options

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

### **Electronic Delivery**

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

### **How to Register and Apply through Grants.gov**

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

**Obtain a DUNS Number:** All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

**Register with SAM:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

**Create a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration.html>

**Authorize Grants.gov Roles:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

**Track Role Status:** To track your role request, refer to: <https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

### **How to Submit an Application to ACF via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

**Create a Workspace:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

**Complete a Workspace:** Add participants to the workspace, complete all the required forms,

and check for errors before submission.

**Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

**NOTE:** Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

**Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

**Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

**Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

**Track a Workspace:** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

### **Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their

application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

### **Issues with Federal Systems**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](http://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf).

### **Request an Exemption from Required Electronic Application Submission**

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:

[https://www.acf.hhs.gov/sites/default/files/assets/acf\\_policy\\_for\\_requesting\\_an\\_exemption\\_from\\_required\\_electronic.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf).

### **Paper Format Application Submission**

**An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

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

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

### IV.4. Submission Dates and Times

Due Date for Applications: **05/26/2020**

#### Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.



### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

### **Mailed Paper Format Applications**

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

**No appeals will be considered for applications classified as late under the following**

## **circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

## **Emergency Extensions**

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

## **Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

## **Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

## **Acknowledgement from ACF of receipt of a paper format application:**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

#### **IV.5. Intergovernmental Review**

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

#### **IV.6. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Funds under this FOA cannot be used for the following purposes:

- To supplant or replace current public or private funding
- To supplant ongoing or usual activities of any organization involved in the project

#### **IV.7. Other Submission Requirements**

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission* at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

##### **Submission By Mail**

Mona-Lee Belizaire  
Administration for Children and Families  
FYSB Grant Operations Center  
Attn: SRAE Funding  
1404 Mercantile Lane  
Suite 401  
Largo, MD 20774

## Hand Delivery

Mona-Lee Belizaire  
Administration for Children and Families  
FYSB Grant Operations Center  
Attn: SRAE Funding  
1404 Mercantile Lane  
Suite 401  
Largo, MD 20774

## Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via [www.Grants.gov](http://www.Grants.gov).  
For all submissions, see *Section IV.4. Submission Dates and Times.*

## V. Application Review Information

### V.1. Criteria

**Please note:** With the exception of the funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Objectives and Need for Assistance, Expected Outcomes, Geographic Location, and Logic Model Maximum Points:20

In reviewing the Objectives and Need for Assistance, Expected Outcomes, Geographic Location, and Logic Model, reviewers will consider the extent to which:

1. The applicant: (a) describes a clear need for the proposed project, including the documentation of relevant teen birth data, STI rates, youth risk behavior data, and other relevant data; and (b) provides a clear plan for how the project will address the needs of the targeted audience. *(0-5 points)*
2. The applicant provides a clear and thorough description of the objectives and outcomes of the project, demonstrating alignment with the overall goal and objectives of SRAE *(see Section I. Program Description)*. *(0-7 points)*
3. The applicant: (a) clearly defines the geographic area(s) to be served by the project; (b) justifies the jurisdictions that will be targeted; and (c) provides data to support the selection of service area(s). *(0-2 points)*
4. The applicant clearly identifies and justifies the target population to be served, in

accordance with *Section IV.2. The Project Description*, to include: (a) target number; (b) age groups or grades; and (c) race and/or ethnicity and other descriptive factors under the proposed project. The applicant demonstrates a thorough understanding of the needs of the target population and presents a clear justification of the estimate of the number of program participants in each year of the project that is reasonable and appropriate. (0-4 points)

5. The applicant includes a well-defined logic model that demonstrates a reasonable and significant relationship between planned SRAE project activities and intended outcomes and outputs (see *Section IV.2. Content and Form of Application Submission, The Project Description, Logic Model*). (0-2 points)

**Project Timeline, Milestones, Approach, and Project Sustainability Plan**

**Maximum Points:40**

1. The applicant provides a clear, detailed process with a timeline for conducting the SRAE proposed activities that is feasible, reasonable, and appropriate for the goals of the project, including major milestones and target dates. (0-3 points)
2. The applicant describes, in detail, an approach that reflects a thorough understanding of SRAE as defined by *Section I. Program Description*. (0-6 points)
3. The applicant clearly describes the mechanisms that will be used to deliver services (i.e., school-based programs and/or youth development programs). The description must include information on identifying referral resources, how referrals will be made to other services and programs, and how follow up will take place to ensure linkage to identified services. The approach described must be thorough and realistic. (0-3 points)
4. The applicant provides a detailed, thorough, and realistic description of the recruitment and retention plan. The approach described must be specific for the target population, service delivery location, and implementation setting. (0-3 points)
5. The applicant: (a) clearly identifies appropriate methods used to ensure that facilitators/educators who will deliver the program(s) have been or will be formally trained in the curriculum and/or key program elements found to be effective in positive behavior changes, especially as it is related to sexual delay, returning to a lifestyle without sex, and/or refraining from non-marital sex; (b) guarantees that this training is delivered by professionals who can provide follow-up technical assistance to facilitators; (c) provides a detailed, thorough, and realistic description of the recruitment, retention, and training and technical assistance plan for facilitator/educators throughout the project period. (0-5 points)
6. The applicant describes in detail, relative to the SRAE requirements: (a) the rationale for choosing the selected curriculum; (b) how the overall proposal addresses each component of the statutory authority governing this program; (c) a summary of the systematically applied, key research-based elements that are found in the curriculum to be effective in positive youth behavior change, especially as related to delaying initiation of sexual activity, returning to a lifestyle without sex, and/or refraining from non-marital sex and; (d) the plan to implement an evidence-based approach integrating research findings with practical implementation that aligns with the needs and desired outcomes for the intended audience. (0-4 points)
7. The applicant appropriately describes in a detail how they will ensure that the proposed

project will be implemented with fidelity, and if adaptations are planned, a clear rationale for and description of the proposed adaptations. (0-2 points)

8. The applicant provides detailed and relevant information on how the curriculum aligns with the requirements as specified in *Section I. Program Description*. (0-4 points)
9. The applicant provides detailed information with appropriate rationales for how the proposed program services and materials have been determined to be: (a) medically accurate; (b) age appropriate; (c) culturally responsive; and (d) linguistically appropriate. The applicant provides information on how the proposed program services and materials align with the needs and desired outcomes for the intended audience. The applicant provides information that services to the youth are voluntary and inclusive of vulnerable youth. (0-3 points)
10. The applicant provides a detailed plan that addresses the extent to which the project will teach the benefits associated with each of the following: self-regulation; success sequencing for poverty prevention; the benefits of avoiding non-marital sex; healthy relationships; goal setting; resisting sexual coercion; dating violence; and other youth risk behaviors such as underage drinking or illicit drug use without normalizing teen sexual activity through a trauma informed and positive youth development approach. (0-5 points)
11. The applicant provides a well-developed plan for sustainability that clearly details how the proposed project will create self-sufficiency to ensure that the project activities will continue after federal assistance has ended. (0-2 points)

#### Program Performance Evaluation Plan

Maximum Points:10

In reviewing the Program Performance Evaluation Plan, reviewers will consider the extent to which:

1. The applicant clearly describes the use of viable methods to determine if the project outcomes are being achieved as referenced in *Section IV.2 Program Description, Expected Outcomes*. (0-2 points)
2. The applicant agrees to collect and report on OMB-cleared program performance measures as referenced in *Section I. SRAE Post Award Requirements, Performance Measurement* and provides a detailed plan to collect and submit the measures to FYSB. The applicant agrees to participate in the national evaluation. (0-4 points)
3. The applicant provides a detailed description of how the data collected will be used to engage in continuous quality improvement of the SRAE program. (0-2 points)
4. If the applicant is proposing to conduct a local evaluation, the plan is detailed and realistic considering the short project period, including a description of proposed research questions, the rigorous evaluation design, how an independent evaluator will be procured (including the types of experience of the independent evaluator and proposed evaluation infrastructure). See *Section I. Program Description, Local Evaluation*. (0-2 points)

#### Organizational Capacity and Plan for Oversight of Federal Awarded Funds

Maximum Points:25

In reviewing the Organizational Capacity and Plan for Oversight of Federal Awarded Funds,

reviewers will consider the extent to which:

1. The applicant clearly describes the organization's relevant experience in providing SRAE services and the experience of any partner organizations identified in the MOU or Letters of Commitment as defined by *Section I SRAE Program Overview, Goal and Objectives and SRE Curriculum Requirements (0-4 points)*
2. The applicant provides a detailed description of the organizational executive leadership and the existing staffing structure or a proposed staffing plan that will support full program implementation within 90 days of grant award. The applicant provides a succinct plan to monitor the effective management and coordination of activities by any partners, contractors and subcontractors, and consultants, if applicable. *(0-3 points)*
3. The applicant's organizational chart and Board of Directors' list or governance structure shows that the organization has the capacity to successfully manage a SRAE project. *(0-3 points)*
4. The proposed project director or key project staff demonstrates relevant knowledge and experience (as demonstrated by a resume or curriculum vitae) in sexual risk avoidance education to effectively institute and manage a project of this focus, scope, cost, and complexity. *(0-7 points)*
5. The applicant describes the: (a) role, (b) responsibilities (e.g., job description), and (c) time commitments for each proposed project staff position, including partners, consultants, contractors, and/or subcontractors, and demonstrates that each proposed position is appropriate and relevant to the successful implementation of the proposed project. *(0-4 points)*
6. The applicant provides a detailed description of its fiscal controls and how its accounting procedures will ensure effective control over and accountability of accounting and a plan to compare outlays with budget amounts, and provide accounting records supported by source documentation of federal funds received under this FOA. *(0-4 points)*

#### Budget and Budget Justification

Maximum Points:5

In reviewing the Budget and Budget justification, reviewers will consider the extent to which:

1. The applicant's proposed line-item budget and budget narrative includes a detailed budget justification of project costs for each year of the 36-month project period and demonstrates how cost estimates were derived. Calculations include estimation of methods, quantities, and cost units. The budget is feasible, logical, and aligned with the requirement of the FOA. *(0-3 points)*
2. The applicant identifies costs in the budget to support attendance at the APP Program Grantees Conference and topical training sessions. *(0-2 points)*



## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (<http://fedgov.dnb.com/webform>) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

### Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

### Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

### Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), [www.fapiis.gov/](http://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold (currently \$250,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment



about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants ([http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1205&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8)).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications recommended for approval in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

## **V.3. Anticipated Announcement and Federal Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions.*

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any

translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

## **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at [www.ecfr.gov](http://www.ecfr.gov). Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: [www.acf.hhs.gov/administrative-and-national-policy-requirements](http://www.acf.hhs.gov/administrative-and-national-policy-requirements).

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

## **VI.3. Reporting**

Performance Progress      Semi-Annually  
Reports:

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at [www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2](http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2).

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports:              Semi-Annually

## VII. HHS Awarding Agency Contact(s)

### Program Office Contact

Mona-Lee Belizaire  
Department of Health and Human Services  
Administration for Children and Families  
330 C St, SW.  
Washington, DC 20201  
Phone: (202) 205-4387  
Email: [mona-lee.belizaire@acf.hhs.gov](mailto:mona-lee.belizaire@acf.hhs.gov)

### Office of Grants Management Contact

David Lee  
Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
330 C St, SW.  
3209B  
Washington, DC 20201  
Phone: (202) 401-5461  
Email: [david.lee@acf.hhs.gov](mailto:david.lee@acf.hhs.gov)

### Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## VIII. Other Information

### Reference Websites

U.S. Department of Health and Human Services (HHS) [www.hhs.gov/](http://www.hhs.gov/).

Administration for Children and Families (ACF) [www.acf.hhs.gov/](http://www.acf.hhs.gov/).

ACF Funding Opportunities Forecast [www.grants.gov/](http://www.grants.gov/).

ACF Funding Opportunity Announcements [ami.grantsolutions.gov/](http://ami.grantsolutions.gov/).

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/howto>.

ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal->

[property](#)

Grants.gov Accessibility Information [www.grants.gov/web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Center for Relationship Education Systematic Assessment for Risk Avoidance Tool [https://www.myrelationshipcenter.org/getmedia/dbed93af-9424-4009-81f1f-8495b4aba8b4/SMART ;ool-Curricula.pdf.aspx](https://www.myrelationshipcenter.org/getmedia/dbed93af-9424-4009-81f1f-8495b4aba8b4/SMART%20Tool-Curricula.pdf.aspx)

Health Education Curriculum Analysis Tool <https://www.cdc.gov/healthyyouth/HECAT/index.htm>

Success Sequencing for Poverty Prevention <https://www.brookings.edu/research/pathways-to-the-middle-class-balancing-personal-and-public-responsibilities/>

Search Institute <https://www.search-institute.org/our-research/development-assets/>

The Exchange <http://teenpregnancy.acf.hhs.gov/>

## Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications.</i>  This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Unique Entity Identifier (DUNS) and Systems for	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.

Award Management (SAM) registration.	<p>the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	Active registration at SAM must be maintained throughout the application and project award period.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p> <p>They are required for applications that include only non-construction activities.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Project Summary/Abstract	<p>Referenced in <i>Section IV.2. The Project Description.</i></p> <p>The Project Summary/Abstract is limited to one single-spaced page.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and</i>

		<i>Times.</i>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C.  Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the FOA.  If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>  This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or prior to the award of a grant.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>  This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.

<p>SF-424 Key Contact Form</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
--------------------------------	---	--