



# California Department of Public Health



## Office of Family Planning (OFP) Teen Pregnancy Prevention (TPP) Program Update

# JULY 2010

### New Business

#### **Progress Reports:**

Community Challenge Grant (CCG) and Information and Education (I&E) Grantees please note:

Effective immediately, OFP, will no longer grant requests for submission extensions for the Mid-Year and Year End Progress Reports. The Mid-Year Report is due annually on February 1, 20XX, for the period beginning July 1 and ending December 31 for each fiscal year. The Year End Report is due annually on August 1, 20XX for the period beginning January 1 and ending June 30 for each fiscal year. Reports received after the due dates will be considered late.

As a reminder, the Year End Progress Reports for Fiscal Year (FY) 2009-2010 are due to OFP by Monday, August 2, 2010 as August 1, 2010 falls on a Sunday.

#### **Reporting Requirements Introduced at Webinar for OFP TPP Program Reporting**

The July 8, 2010 Webinar introduced Monthly and Quarterly reporting requirements for CCG and I&E Grantees that will be implemented by the TPP program in Fiscal Year 2010-2011.

Please click on following link to view the Webinar slide show and forms:

[July 8 – TPP Reporting Webinar Documents.](#)

#### **Payment Allocations:**

OFP would like to clarify the payment allocation language found in CCG and I&E Grant Agreements in Exhibit B, Provision 4. Amounts Payable, paragraph B, which reads: "Payment allocations shall be made for allowable expenses up to the amount annually encumbered commensurate with the state fiscal year in which services are fulfilled/performed and/or goods are received".

Payments are to be made out of each FY budget for services performed and/or goods received during that FY. It is not allowable for Grantees to use current FY funds for services to be performed and/or goods received in the next FY. Funds allocated for a specific FY must be used to pay for activities/events and expenses in the same FY. For example, it is not allowable to pay the registration fee in a current FY for an event or a training conference that will occur in the next FY.

Please contact your Contract Manager (CM) if you have any questions regarding payment allocations.

### **Information and Education (I&E) Program Update:**

OFP is preparing a Request for Application (RFA) for the I&E Program for the next grant term beginning July 1, 2011. Additional details regarding the release of the RFA will be forthcoming and posted on this website.

## **On-Going**

### **Continuous Program Improvement (CPI)**

CPI will be implemented in the last half of FY 2009-2010 and **reported in the Year End Progress Report**, under Section D, "TPP Evaluation Activities" due August 2, 2010. Using the following guidelines:

- Choose a CPI Tool that your agency previously implemented. The intent is to re-evaluate an area previously reviewed by the CPI process. Consult with your assigned Program Consultant (PC) to ensure you choose the most appropriate CPI Tool.
- Re-implement the CPI Tool and gather/analyze data.
- In the **CPI Evaluation Narrative** of Section D, "TPP Evaluation Activities" please state: *'See the attached CPI Summary.'*
- Attach the CPI Summary (do not include surveys or other supplemental documentation) to the FY 2009-2010 Year End Progress Report under Section D, "TPP Evaluation Activities".

## **Reminders**

### **Progress Reports**

FY 2009-2010 Year End Progress Reports are due to OFP by Monday, August 2, 2010 as August 1, 2010 falls on a Sunday. When the due date falls on a Saturday, Sunday or legal holiday, the next business day is considered to be the last timely date.

### **Reminder to Grantees regarding CDPH Approval for all Media Materials:**

All publications and media materials meant for public distribution must be reviewed by your Program Consultant prior to implementation and dissemination. This includes but is not limited to fliers, brochures, posters, fact sheets, media campaigns and advertisements, newsletters, Public Service Announcements, social networking and other related materials. Additionally, any materials currently in publication which have not been previously approved by the CDPH OFP TPP Program need to be approved prior to reprinting and further publication. As always, include acknowledgement of state support such as, for example, "Made possible by a grant from CDPH/OFP". Please allow 30-45 days for CDPH review and approval.

### **Program Staff Changes**

Please inform OFP as soon as staff changes or vacancies occur by submitting an Agency Information Form (AIF) to your CM and PC. Please check the OFP website for the most current TPP forms.

**Current OFP, TPP forms are posted on the TPP link below:**  
**[Teen Pregnancy Prevention Program](#)**

### **Health Education Standards for California Public Schools**

TPP Grantees should be aware of their school districts' plans for adoption of *Health Education Standards for California Public Schools* as it may affect plans to implement successful TPP activities within a school. For more information, visit the California Department of Education, Health Education webpage at <http://www.cde.ca.gov/ci/he/he/index.asp>.

**OFP, TPP Contact Information is posted on the TPP link below:**

<http://www.cdph.ca.gov/programs/tpp/Pages/TeenPregnancyPreventionProgramStaff.aspx>

## **Potential Funding Opportunities**

Please review the following potential funding opportunities for agencies providing health services to youth and families.

- How to Apply for a California Wellness Foundation Grant

[http://www.calwellness.org/assets/docs/how\\_to\\_apply/HowToApply-web.pdf](http://www.calwellness.org/assets/docs/how_to_apply/HowToApply-web.pdf)

This site takes time to download.

- Federal Funding Opportunities

To find and apply for available federal funding opportunities, visit: <http://www.grants.gov/>