Administration for Children and Families

Administration on Children, Youth and Families (ACYF)/
Family and Youth Services Bureau (FYSB)

State Personal Responsibility Education Program (PREP)
HHS-2010-ACF-ACYF-PREP-0125

Due Date for
FY 2011 Applications and
Combined FY 2010 and FY 2011 Applications :
April 29, 2011

States that submitted FY 2010 applications and were awarded PREP funding on September 27, 2010 should not respond to this announcement.

The announcement was modified on March 16, 2011 to incorporate clarifying language based upon responses to [Frequently Asked Questions] that can be found on the FYSB Internet site. The modification also indicates the specific documents to be submitted with the FY 2011 application.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

Program Office:	Family and Youth Services Bureau - Administration on Children, Youth, and Families
Funding Opportunity Title:	Personal Responsibility Education Program (PREP)
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Funding Opportunity Number:	HHS-2010-ACF-ACYF-PREP-0125
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Due Date for FY 2011 Applications and Combined FY 2010 and FY 2011 Applications:	April 29, 2011

States that submitted FY 2010 applications and were awarded PREP funding on September 27, 2010 should not respond to this announcement.

Executive Summary

The Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) is accepting applications from States and Territories for the development and implementation of the Personal Responsibility Education Program (PREP). FY 2010 applications were awarded to 46 States and Territories in September 30, 2010 with restrictions on the draw down of awarded funds until the Post-Award State Plans have been approved by ACYF. States and Territories that did not submit applications and were not awarded FY 2010 funding in September 2010 may submit an application for FY 2010 and /or FY 2011 PREP funding by April 29, 2011. The specifications for the application are indicated in *Section IV* of this announcement. The anticipated award date for FY 2011 applications is September 30, 2011.

I. DESCRIPTION

Statutory Authority
The legislative authority for this announcement is Section 2953 of the Patient Protection and Affordable Care Act of 2010, Pub. L. No. 111-148, which adds a new Section 513 to Title V of the Social Security Act, to be codified at 42 U.S.C. § 713, authorizing the Personal Responsibility Education Program (PREP)

1. Purpose

The President signed into law the Patient Protection and Affordable Care Act on March 23, 2010. The Act amended Title V of the Social Security Act to include a new formula grant program entitled the Personal Responsibility Education Program (PREP). Funds must be used for a program designed to educate adolescents on both abstinence and contraception to prevent pregnancy and sexually transmitted infections (STIs), including HIV/AIDS, and at least three adulthood preparation subjects, which are defined later in this announcement. PREP funding is available for fiscal years 2010 through 2014.

The Administration for Families and Children (ACF), Administration on Children, Youth and Families' (ACYF) Family and Youth Services Bureau (FYSB) is accepting mandatory formula grant applications from States and Territories for the development and implementation of the Personal Responsibility Education Program (PREP). This announcement sets forth the application requirements, the application process, and other administrative and fiscal requirements on how to apply for funding in FY 2010 and FY 2011.

The purpose of this announcement is to enable States to support personal responsibility education programs that replicate evidence-based effective program models or substantially incorporate elements of effective programs that have been proven on the basis of scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth. The statute requires that a State application for the funds describe how it will use the funds to achieve its goals for reducing the pregnancy rates and birth rates for youth populations, especially youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, and youth residing in areas with high birth rates for youth. ACF also recognizes youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances to include culturally underrepresented youth populations, including Hispanic, African American, or Native American teenagers, youth in or aging out of foster care or adjudication systems, runaway youth, and out of school youth. As States design their programs, ACF also encourages them to consider the needs of lesbian, gay, bisexual, transgender, and questioning youth and how their programs will be inclusive of and non-stigmatizing toward such participants. Under this announcement, funds are available for projects operating in one or multiple sites that target impacts on key sexual behavioral outcomes for youth.

Eligible applicants are the 50 United States the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, Northern Mariana Islands, the Federated States of Micronesia, the Marshall Islands, and Palau (referred to hereinafter as "States"). A separate funding opportunity announcement will be made specifically for tribal applicants in the coming months.

Under this announcement, an appropriation in the amount of $55,250,000 will be allotted to States to implement PREP. Individual State awards for each fiscal year shall be at least $250,000. States may only select one state-level agency to submit an application for funding under this announcement; approved applicants will be awarded funding for a 5 year period in allotments as indicated in the chart (s) in Appendix B. Allotment calculations for each State are based upon the Bureau of Census data on the number of 10 – 19 year olds in the State.

States awarded PREP grants in FY 2010 and in FY 2011 are eligible to receive annual allotments through FY 2014. Allotments to States for any given fiscal year shall remain available for expenditure by the State through the end of the second succeeding fiscal year, e.g. funds allocated for FY 2010 remain available for expenditure by the State through September 30, 2012. States are allowed to administer the program directly or through sub-awards to public or private entities. If sub-awards are awarded by the States, the State will be required to develop policies to ensure that the program is carried out in accordance with the approved application. States awarded FY 2010 funding in September 2010 are not required to submit an application in response to this announcement; however, such States are required to annually submit a letter of intent to secure grant funding for FY 2011 through FY 2014.

States that did not submit an application and/or receive an award in FY 2010 are eligible to apply for FY 2010 and FY 2011 funding in response to this funding opportunity announcement. States that receive awards in FY 2011 are eligible to receive the allocated funding for FY 2010 through FY 2014. The expenditure period for annual funding remains through the end of the second succeeding fiscal year, i.e. FY 2010 funds shall remain available for expenditure by the State through September 30, 2012 and FY 2011 funds shall remain available for expenditure through September 2013, regardless of when they are awarded.

If a State does not submit an application in FY 2010 or FY 2011, the State is no longer eligible to apply for funds allotted for each of the fiscal years FY 2012 through FY 2014.

In States where PREP awards were not made in either FY 2010 or FY 2011, the sum of the unexpended annual State allotments for FY 2010 through FY 2014 will be utilized to award three-year discretionary grants to local organizations and entities for the same purpose and in the same State. A separate funding opportunity announcement will be published regarding these discretionary grants in FY 2012.

2. Background

PREP is funded to educate youth on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections, including HIV/AIDS and on other adulthood preparation subjects. States are encouraged to target youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, and youth residing in areas with high birth rates for youth. ACF also recognizes youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances to include culturally underrepresented youth populations, including Hispanic, African American, or Native American teenagers, youth in or aging out of foster care or adjudication systems, males, runaway youth, and out of school youth.

FYSB strongly supports PREP efforts that are embedded in comprehensive, high-quality interventions and services that rely on the best available research evidence to inform and guide practice. Recognizing that the goal of an effective, comprehensive pregnancy prevention effort is broader than the scope of any one agency, FYSB is working in close collaboration with other HHS agencies and looks forward to partnering with States and others to foster high-quality, well-coordinated Personal Responsibility Education programs for youth with a specific focus on populations that are most at risk of teen pregnancy. We realize that coordination of services with other agencies has been an essential characteristic of State and local programs for many years. We will continue to encourage, support, and promote the continuation of these collaborative activities, as close collaboration at all levels will be essential to effective, comprehensive pregnancy prevention and youth parenting support programming efforts.

3. Personal Responsibility Education Program Requirements

The process for fulfilling requirements necessary to receive approval for FY 2010 and/or FY 2011 PREP funding outlined in *Section IV.2 Content and Form of Application Submission* of this funding opportunity announcement. Awards and the approval of applications for FY2011 awardees are estimated to be made by September 30, 2011.

Applications for FY 2010 awards required a two step process for the submission of an Abbreviated Application and Post-Award State Plan. This two step process is not required for States making applications in FY 2011 for FY 2010 and/or FY 2011 funds.

The required application components for FY 2011 PREP funding are as follows:

i. Abstinence, Contraception and Adulthood Preparation Subjects

The law stipulates that a program must emphasize abstinence and contraception for the prevention of pregnancy and sexually transmitted infections. The law also requires that at least three of the following adulthood preparation subjects be addressed in program implementation:

a. Healthy relationships, such as positive self-esteem and relationship dynamics, friendships, dating, romantic involvement, marriage, and family interactions.
b. Adolescent development, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects.
c. Financial literacy.
d. Parent-child communication.
e. Educational and career success, such as developing skills for employment preparation, job seeking, independent living, financial self-sufficiency, and work-place productivity.
f. Healthy life skills, such as goal-setting, decision making, negotiation, communication and interpersonal skills, and stress management.

ii. Evidence Based and Effective Program Model(s)

The law states that personal responsibility education programs are required to "replicate evidence- based effective programs or substantially incorporate elements of effective programs that have been proven on the basis of rigorous scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth." (Section 513(b)(2)(B)(i) of the Social Security Act, to be codified at 42 U.S.C. § 713 (b)(2)(B)(i)).

HHS established, through a systematic review, a list of 28 program models that are considered evidence-based programs that have been found to be effective in achieving one of the behavioral outcomes – delaying sexual activity, increasing condom or contraception use for sexually active youth, or reducing pregnancy among youth. This list is in Appendix A and also at http://www.hhs.gov/ash/oah/prevention/research/programs/index.html. These are some examples of programs that are eligible for replication and the programs from which States can incorporate significant elements.

The website includes complete information regarding the process and criteria used for the review of pregnancy prevention programs, intervention implementation reports that provide descriptive information about each program model and its evaluation, and a database of all the studies that were considered in this review. This independent review was conducted by Mathematica Policy Research, Inc. (MPR) through a contract with ACF. The purpose of this review was to identify program models that were shown to be effective through rigorous evaluation.

States should use this list in the development of their program as a guide for evidence-based program models; along with assuring that their program addresses (1) both abstinence and contraception and (2) incorporates at least three of the adult preparation subjects noted in *Section I.3.i.* Of the 28 program models meeting the evidence-based criteria, 27 models addressed abstinence and contraception in some fashion. One program, *Promoting Health Among Teens! Abstinence Only Intervention*, is abstinence-only and if used would have to be adapted. States will also need to assess program models under consideration to determine whether they would adhere to the requirements that at least three adult preparation subjects be addressed or whether additional components addressing these additional adult preparation subjects will need to be added to the program model.

Whether States (or their sub-awardees) are replicating an entire program or incorporating significant elements of evidence-based programs into a program, fidelity to the original evidence-based program model or program elements is strongly encouraged.

When a full program model is being replicated with fidelity, adaptations to the program should generally be minimal, such as revising details in a role play, updating out-dated statistics, adjusting reading and comprehension levels, making activities more interactive or tailoring learning activities and instructional methods to youth culture or development level. In some cases, more significant adaptations may be needed, such as adding components to address the additional adult preparation components of PREP or ensuring that both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections are adequately addressed in a program. States (or their sub-awardees) also may choose to add on components related to pregnancy prevention and prevention of sexually transmitted infections. Any component that is added onto an evidence-based program must be well-integrated into the evidence-based program model and should not alter the core components of the evidence-based program model.

If a State or its sub-awardees choose to substantially incorporate elements of evidence-based programs, the State must ensure that the elements selected not only meet the PREP requirements, but that there is a strong likelihood that the elements selected, when working in concert together, are likely to have positive impacts on the targeted behaviors.

iii. Goal(s), Objectives, and Logic Models

States are to submit goals, objectives and logic models for the program in their applications. For each State-led program or sub-awardee program proposed to be funded by this Funding Opportunity Announcement, States and/or sub-awardees are required to develop:

(1) a program-specific goal(s) statement;

(2) up to six outcome objectives that clearly state expected results or benefits of the intervention proposed and link with the goal(s) statement, as well as multiple process objectives; and

(3) a logic model demonstrating how proposed inputs and activities will lead to the outcome objectives and ultimately the achievement of the goal(s) statement.

A goal is a general statement of what the project expects to accomplish. It should reflect the long-term desired impact of the project on the target group(s) as well as reflect the program goals contained in this Funding Opportunity Announcement. The State and/or sub-awardee should outline the vision and short/long-term goals of the proposed program in the goal(s) statement. As appropriate, the goal(s) statement should mirror the outcomes found to be effective in the original evidence-based program model, and States and/or sub-awardees are encouraged to cite additional research that suggests the proposed approach for adapting their programs will have the greatest chance of success.

An objective is a statement which defines a measurable result that the program expects to accomplish. All proposed objectives should be specific, measurable, achievable, realistic, and time-framed (S.M.A.R.T.).

- Specific: An objective is to specify one major result directly related to the program goal, state who is going to be doing what, to whom, by how much, and in what time-frame. It must specify what will be accomplished and how the accomplishment will be measured.
- Measurable: An objective must be able to describe in realistic terms the expected results and specify how such results will be measured.
- Achievable: The accomplishment specified in the objective must be achievable within the proposed time line and as a direct result of program activities.
- Realistic: The objective must be reasonable in nature. The specified outcomes – i.e. expected results – must be described in realistic terms.
- Time-framed: An outcome objective must specify a target date or time frame for its accomplishments.

Outcome objectives – i.e. S.M.A.R.T. objectives related to the outcomes of the program – must be supported with several process objectives – i.e. S.M.A.R.T. objectives related to the processes or activities of the program.

States will be required to submit goals statement(s), outcome objectives, and logic models for all State-led programs or sub-awardee programs funded by PREP, along with assurance that the logic model demonstrates that the activity will lead to the outcome objectives enumerated and ultimately the achievement of the goal(s) statement.

If a State or sub-awardee chooses to make adaptations to a program model – for example, where a State substantially incorporates elements of effective programs into its proposed activities, or where a State adds education on adult preparation subjects to a program model – its goals, objectives, and logic models should adequately demonstrate how all elements of the programs/activities will work in concert to achieve the expected positive impacts on the targeted behaviors and outcomes. The logic model must demonstrate the rationale for adaptations proposed, that is, that the adaptations will not detract from outcomes expected from implementing the original program model as-is, but rather increase the chances for achieving impacts. If necessary and appropriate, a short (e.g. 1-2 page) narrative may accompany the goal(s) statement, objectives, and logic model to clearly communicate the rationale for adapting program model(s), and to demonstrate how all components will work in concert to achieve the expected positive impacts.

Further information on sources available for developing programs, as well as information on logic models, is provided in Appendix C.

iv. Target Population(s)

Personal Responsibility Education programs must provide services to youth. Applicants are encouraged to serve youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in or aging out of foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, and youth residing in areas with high birth rates for youth. Youth are defined as those who have attained age 10 but have not attained age 20, except in the case of pregnant youth or mothers, which may include youth under 21 years of age. Applicants are to specifically describe the target population(s) in their application .

v. Information and Support

The application must describe informational and supportive activities that will be utilized to educate youth who are sexually active regarding responsible sexual behavior with respect to both abstinence and the use of contraception. The information and activities carried out under the program must be provided in the cultural context that is most appropriate for individuals in the particular population group to which they are directed. Programs must place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections among youth. Applicants must also describe how the support activities and services will be provided to eligible youth.

vi. Medical Accuracy and Age Appropriateness

The evidence-based Personal Responsibility Education Program (PREP) model(s) proposed by the applicant must be medically accurate and complete. Medically accurate and complete programs are verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable; or comprising information that leading professional organizations and agencies with relevant expertise in the field recognized as accurate, objective, and complete.

The program(s) must provide medically accurate and complete contraceptive information, and inform youth about the responsibilities and consequences of being a parent, and how early pregnancy and parenthood can interfere with educational and other goals, and the risks associated with sexually transmitted infections, including HIV. States are to provide specific information on how the medical accuracy and completeness of programs is determined in the application..

Programs funded with PREP funds must provide age-appropriate information and activities. The program(s) must demonstrate the capability of communicating with youth based upon their varying stages and levels of development. Topics, messages and teaching methods must be suitable to specific age groups of youth, based upon varying capacities of cognitive, emotional and behavioral development. States are to describe how age-appropriate information and programmatic activities will be provided.

vii. Performance Measurement

All States and sub-awardees are required to monitor and report on program(s) implementation and outcomes through performance measures. Performance measures are intended for monitoring purposes and to provide feedback about whether grantees are implementing programs as intended and seeing outcomes as expected.

In the first year of the program, HHS plans to develop performance measures that could be uniformly collected across grantees. (Data collection and reporting on these measures will require the Department to obtain approval under the Paperwork Reduction Act.) By the end of the first grant year, final performance measures will be distributed to grantees and funded recipients will be required to report on these measures. HHS will provide training on how to implement performance data collection and reporting. Generally, there are five broad categories of performance measures that HHS anticipates all grantees will be required to track: (1) output measures (e.g., number of youth served, hours of service delivery); (2) fidelity/adaptation; (3) implementation and capacity building (e.g., community partnerships, competence in working with the identified population); (4) outcome measures (e.g., behavioral, knowledge, and intentions); and (5) community data (e.g. STIs, birth rates, etc.). Applicants should describe their capacity to report on such performance measures.

States applying for funds must indicate their agreement to collect information related to the performance measures and report the data to HHS. States are encouraged to develop additional indicators of program performance.

viii. Evaluation

HHS will select a subset of projects, e.g. State-led programs, or sub-awardee programs, funded under this announcement to participate in Federal impact evaluations. All States and sub-awardees will be required to participate if selected, and must give their assurance that they will participate if selected.

ix. Access to Health Care and other Services

As appropriate, applicants may provide teenage pregnancy prevention-related health care service referrals to other providers of health care services (e.g., substance abuse, alcohol abuse, tobacco cessation, family planning, mental health issues, intimate partner violence), local public health and social service agencies, hospitals, voluntary agencies, and health or social services supported by other Federal programs (e.g., Medicaid, SCHIP, TANF) or State/local programs. Programs should encourage the enrollment of eligible youth in public assistance programs such as Medicaid and CHIP, or any other Federal or State assistance program for which they may be eligible. While States may help youth find services they need and make referrals, such health services may not be paid for with PREP funds.

x. Maintenance of Effort

No payment of PREP funds shall be made to a State if the expenditure of non-federal funds by the State for activities, programs, or initiatives for which PREP funds are to support is less than the amount expended by the State for such activities, programs, or initiatives for fiscal year 2010.

Under Maintenance of Effort, no State, Stakeholder, and/or Sub-grantee is allowed to supplant, or reduce, their current level of spending regarding any teen pregnancy programs that are currently in operation. States that have not previously funded activities, programs and initiatives to educate youth on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections, including HIV/AIDS and adulthood preparation subjects are eligible to make application for PREP funding.

States not currently funding teen pregnancy prevention initiatives/activities in their States are eligible to apply for their PREP allotment**.**

xi. Other Program Requirements

All grantees must budget annually the costs of sending two key staff persons to attend 1) the three-day national Personal Responsibility Education grantee meeting in Washington, D.C., and 2) the anticipated two day regional meeting for Personal Responsibility Education grantees in their region. The key staff in attendance at the annual meetings must be one of the lead program staff and/or must be integrally involved in the collection of data for the national evaluation of PREP. Each meeting provides specific training for Personal Responsibility Education Program Coordinators and important program requirement updates. Grantees may send more than two key staff persons to the national meeting.

Definitions

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

Age-Appropriate – Topics, messages, and teaching methods that are suitable to particular ages or age groups of children and adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

Capacity – The resources (i.e., staff, skills, facilities, finances, technology, partnerships capabilities, and other resources) an organization possesses to implement a PREP program.

Core Components – Program characteristics that must be kept intact when intervention is being replicated or adapted, in order for it to produce program outcomes similar to those demonstrated in the original evaluation research. It is the responsibility of the State and/or sub-awardee to consult directly with curriculum developers to determine the core components of the program model.

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

Evidence-based program models – Program models for which systematic empirical research or evaluation has provided evidence of effectiveness. The listing of evidence-based program which the Department has identified as having met the standards to be considered effective and eligible for funding for replication is available on the OAH Web page at: http://www.hhs.gov/ophs/oah.

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 its core content which is essential for the program effectiveness.

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

Medically Accurate and Complete – Verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals, where applicable; or comprising information that leading professional organizations and agencies with relevant expertise in the field recognized 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.

Objectives – The specific changes expected as a result of the program.

S.M.A.R.T. Objectives -- Objectives that are Specific, Measurable, Achievable, Realistic and Time-framed.

Stakeholders – Individuals and organizations that have a shared interest in the program results. Stakeholders include participants, families, staff and volunteers, funders, and community organizations that share the program vision and are actively committed to the program through a Memorandum of Understanding (MOU).

State – Inclusive of the 50 States, District of Columbia, Puerto Rico, US Virgin Islands, Guam, American Samoa, Northern Mariana Islands, Federate States of Micronesia, the Marshall Islands and Palau.

Sub-award - This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible sub-recipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").

- A sub-award may be provided through any legal agreement, including an agreement that the grantee or a sub-recipient consider to be a contract.

Training and Technical Assistance – The provision of advice, assistance, and/or training pertaining to the initiation, operation or implementation of the proposed program model.

Youth – An individual who has attained age 10, but has not attained age 20.

II. AWARD INFORMATION

1. Type of Award

In FY 2010 through FY 2014, ACYF will make mandatory formula grants available to States to fund programs described in this announcement.

2. Summary of Funding

The legislative authority and funding for this announcement are provided by Section 2953 of the Patient Protection and Affordable Care Act of 2010, Pub. L. No. 111-148, which adds a new Section 513 to Title V of the Social Security Act, to be codified at 42 U.S.C. § 713, authorizing the Personal Responsibility Education Program (PREP). Section 513(a)(3) indicates that, amounts allotted to a State for a fiscal year shall remain available for expenditure by the State through the end of the second succeeding fiscal year. FY 2010 funds allotted under Section 513(a)(1)(A) will remain available for expenditure until September 30, 2012 (with an additional 90 days allowed for close-out).

State Allocations
Each State shall be allotted a minimum of $250,000 or an amount determined by a formula to calculate the target population. The formula for determining the allocation is to calculate the proportion of the number of youth between the ages of 10 and 19 of a State to the total number of youth between the ages of 10 and 19 in all of the States and territories, adjusted on a pro rata basis to account for States receiving the minimum $250,000 annual grant.

The computation of the proportion of eligible youth is based upon the most recent Bureau of Census data. If data is unavailable for a jurisdiction, the applicant will be eligible for the minimum allocation of $250,000. See Appendix B for FY 2010 and FY 2011 estimated allotments. The State allocations for FY 2011 are subject to change based upon potential fluctuations in State populations of 10 -19 year olds. Additionally, annual updates to the State allocation charts through 2014 will be made available to awardees prior to submission of annual plan updates.

Expenditure Period
States are eligible to apply for FY 2010 and FY 2011 funding under this announcement.

Each FY's allocations will remain available for expenditure by the State through the end of the second succeeding fiscal year. For example, FY 2010 allocations awarded in FY 2011, through this announcement, would remain available for expenditure by the State until September 30, 2012 (with an additional 90 days allowed for liquidation). FY 2011 allocations awarded in FY 2011 would remain available for expenditure until September 30, 2013 (with an additional 90 days allowed for liquidation). The final date for submitting applications for FY 2010 and FY 2011 funding is April 29, 2011.

Allocation of Unexpended Appropriations

In the case that a State does not apply for PREP allocations in FY 2010 or in FY 2011, the available allocations will be utilized to award discretionary grants to local organizations which may include faith-based organizations, consortia and entities in non-participating States. The discretionary awards will be made for up to three year project periods in fiscal years 2012 through 2014. Awards to organizations under the discretionary program will be for the expressed purpose of implementing PREP activities consistent with the legislative and announcement requirements, in States that do not submit an application for an award in FY 2010 or in 2011.

Approved Application Project Period

States may apply under this announcement to begin their project periods in FY 2011. States will not be required to submit full applications after the initial funding year unless there are material changes made to the program. Instead, States will be required to submit written requests to receive funding for each of the successive FY's allocations. ACF will provide States with guidance for submitting any updates to their applications.

Sub-Awards

States may fund sub-awards with the Personal Responsibility Education Program award. The method of selecting sub-awardees is governed by each State's regulations, policies and or legislation. There is no Federal regulation or ACF policy that determines the type of sub-awardee agreement or selection process.

Reasonable Costs

ACYF supports reasonable and necessary costs for grants within the scope of approved projects.

Funding Restrictions

Neither the State nor any of its sub-awardees may use Federal or matching funds under this award to support inherently religious activities, including, but not limited to, religious instruction, worship, prayer, or proselytizing (45 C.F.R. Part 87).

Funds may be used to cover costs of personnel, consultants, equipment, supplies, grant-related travel, and other grant-related costs. Funds may not be used for building alterations or renovations, construction, fundraising activities, political education or lobbying. Funds under this announcement 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.

- To purchase or improve land, or to purchase, construct, or make permanent improvements to any building.
- To reimburse pre-award costs.
- To support planning efforts and other activities associated with the development and submission of the application.

Funds must be used in a manner consistent with program requirements as outlined in this announcement. Allowable administrative functions/costs include:

- Usual and recognized overhead, including indirect rates for all consortium organizations that have a Federally approved indirect cost rate; and
- Management and oversight of specific project components funded under this program.

III. ELIGIBILTY INFORMATION

1. Eligible Applicants

A total of 59 jurisdictions are eligible. Eligible entities include all 50 States, the District of Columbia, Puerto Rico, US Virgin Islands, Guam, American Samoa, Northern Mariana Islands, Federated States of Micronesia, the Marshall Islands, and Palau.

The authorized representative, established under State law, shall apply for and administer the Personal Responsibility Education Program. A signed letter from the authorized representative must accompany each application; it must include documentation or a citation establishing the authorized representative's authority to apply for and administer the Personal Responsibility Education grant program funds on behalf of the State.

2. Cost-Sharing or Matching

Cost-sharing or matching of non-Federal funds is not required. The intent of this appropriation is to supplement and not to supplant existing pregnancy prevention services provided in the State by federal, state, local or other funding.

States are encouraged to engage in collaborative partnerships to implement the program(s). While there is no cost-sharing requirement included in this announcement, applicant institutions, including any collaborating institutions, may devote other resources to support this effort. Examples of support could include donated equipment and space, institutional funded staff time and efforts, or other investments. Applicant organizations that plan to provide support must outline specific contributions to the project and provide assurances that their organization and any collaborators are committed to providing these non-Federal funds and resources to the project.

IV. APPLICATION SUBMISSION INFORMATION

1. Application for Funding Checklist

FY2010 applicants are to submit all documents in the order listed in the checklist. Each item is described in more detail in *Section IV. 2* and *Section IV.4.*

State Personal Responsibility Education Program Checklist Applications for FY 2011 Funding or Combined Applications for FY 2010 and FY 2011 Funding Due April 29, 2011 Applicants that did not submit applications for funding in FY 2010, by February 1, 2011, for FY2010 and/or FY2011 are to submit all documents listed in this table		
1. Application for Federal Assistance SF-424	6. Certification Regarding Environmental Tobacco Smoke	11. Program Narrative
2. Project/Performance Site Location(s) SF-P/PSL	7. SF-LLL – Disclosure of Lobbying Activities, if applicable	12. Budget Narrative/Justification
3. Budget Information-Non-construction Programs - SF-424A	8. Letter from the Authorized Representative (Transmittal Letter)	13. Appendices
4. Assurance -Non-construction Programs SF-424B	9. Table of Contents	
5. Certification Regarding Lobbying	10. State Plan Abstract	

2. Content and Form for the Application for FY 2011 Funding Submission (Due April 29, 2011)

Number of Copies
Applicants must submit *one original* application and *two full copies* with all attachments.

Each application must include the following components:

i. Standard Forms

As the application summary, Application for Federal Assistance Standard Form-424 **(SF-424)** is an important form that Federal program administrators refer to repeatedly for program and contact information. The SF-424 must be submitted with the application

- For the CFDA Number (box 11), enter 93.092.
- For the CFDA Title, enter "Personal Responsibility Education Program."
- For the estimated funding (box 18), make sure that all totals match those provided on the budget summary (SF-424A).

Applicants will also submit the Standard Form-424A **(SF-424A)** Budget Information – Non-construction Programs and Standard Form -P/PSL **(SF-P/PSL)** Project/Performance Site Location(s).

The SF-424A Budget Information form provides the amount of funding for each of the line item categories in Section B.6 of the form. The SF-424A will be reviewed in light of the applicant's proposed activities for the entire budget period Only if States submit annual amendments that significantly affect budget information for that fiscal year (such as 10 percent of funds being transferred from one section to another), will they need to submit updated budget summaries. Complete Sections A (Budget Summary) through F (Other Budget Information) of the SF-424A.

The SF-P/PSL is to be submitted to note the actual or proposed site(s) for the project.

Standard Forms (SFs) are available in the Grants.gov Forms Repository web site. Versions of other Standard Forms are also available on the OMB Grants Management Forms web site. For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page.

Forms, assurances, and certifications are available on the ACF Funding Opportunities Forms page.

ii. Assurances

Applicants must submit the appropriate certification of their compliance with all Federal statutes relating to non-construction programs by submitting SF-424B with their application Applicants will make the appropriate certification of their compliance with all Federal statutes and regulations relating to nondiscrimination, including 45 C.F.R. Part 87, by signing and submitting the SF-424B.

iii. Certification Regarding Lobbying

Applicants must furnish a Certification Regarding Lobbying with their application. Submission is required for all applicants prior to award.
If applicable, recipients under the announcement must provide a copy of the SF-LLL disclosure form, which must be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352.

iv. Certification Regarding Environmental Tobacco Smoke

The 20 U.S.C Sections 7181 through 7184 imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

v. Disclosure of Lobbying Activities (SF-LLL)

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. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award

vi. DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants for grants and cooperative agreements must have a DUNS number (Data Universal Numbering System) at the time of application. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at http://www.dnb.com. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Applicants should verify that their correct D-U-N-S number is included in their SF-424 at 8c.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR 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 DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made 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, the OPDIV:

- 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.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:
Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity:

- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

vii. Letter from the Authorized Representative (Transmittal Letter)

The transmittal letter signed by the Authorized Representative must include the Code of Federal Domestic Assistance (CFDA) Number 93.092 and "Personal Responsibility Education" as the priority area to which the application is responding. The letter must also include documentation or a citation of the authority of the authorized representative to apply for and administer funds on behalf of the State. The governor's office or governing official's office for the State is to be contacted to determine the designated State level department or agency authorized to make application for the PREP grant.

viii. Table of Contents

Provide a table of contents that includes all applicable items listed in the Application checklist and the following components of the Program Narrative as listed below:

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

ix. Abstract

Applicants will include a one-page abstract (no more than 500 words) of the project plan. The abstract will provide an overview of the plan and will form the basis for the application summary in grants management documents. The abstract may also be distributed to provide information to the public and Congress and represents a high-level summary of the project. As a result, applicants must prepare a clear, accurate, concise abstract that can be understood without reference to other parts of the State Plan and that provides a description of the proposed project, including: brief statement of the project, whether it is for a local, county-wide or State-wide project; mechanism for delivering services (e.g., sub-awards to local organizations through a competitive bid process); geographic area to be served (urban, rural, suburban); description of target population to be served, including ages, ethnic groups, special population groups such as youth in and/or aging out of foster care, runaway and homeless youth and youth in the juvenile justice system; a short description of the intervention/model (s) to be implemented and the settings (clinic, school, community, group homes, etc); overarching goal(s); and monitoring strategies.

The applicant should include the following information on the first page of the Project Abstract (this information is not included in the 500 word maximum):

- Project Title
- Service Area
- Name of Grantee
- Address of Grantee
- Web Address of Grantee
- Fiscal Year
- Grant Allocation Amount
- Project Director and/or Primary Contact 's name, phone and email address
- Program Models
- Overview of the Plan

x. Program Narrative

The Program Narrative must be double-spaced, formatted to 8 ½" x 11" (letter-size) pages with 1" or larger margins on top, bottom, and both sides, and a font size of not less than 12 point. All pages, charts, figures and tables must be numbered. The Program Narrative should not exceed 90 single-sided pages, to include the appendices.

All States must give their assurance that they or their sub-awardees will participate, if selected, in a national evaluation. All States must also provide assurance that they and their sub-awardees will comply with the requirements of Section 513 of the Personal Responsibility Education statue in the implementation of PREP. Applicants must clearly state in the Program Narrative their agreement to adhere to the national evaluation and to operate the project in compliance with Title V, Section 513 of the Social Security Act.

The Program Narrative must contain a clear and consistent description of the State's plan to implement PREP in response to the following:

- ***Goal Statement, Objectives and Logic Models:*** States are to submit goals, objectives and logic models for the program in their applications. States and/or sub-awardees are required to develop:

a. a program-specific goal(s) statement;

b. up to six outcome objectives that clearly state expected results or benefits of the intervention proposed and link with the goal(s) statement, as well as multiple process objectives; and

c. a logic model demonstrating how proposed inputs and activities will lead to the outcome objectives and ultimately the achievement of the goal(s) statement. (See Appendix C)

- ***Need Statement:*** Identify the most recent statistical data, documentation of the incidence of teen births in the area to be served in relation to the geographic area to be served. Describe specifically how the project will benefit the target population. Other information is to be documented such as sexually transmitted disease rates; socio-economic conditions (disparities) including income levels; existing services; and unmet needs in the proposed service area. If the proposed population has unique challenges and barriers, these must be addressed. Applications must include:

  - The most recent birth rates among the same age groups based on data from the Centers for Disease Control and Prevention National Center for Health Statistics Data. Also, indicate the most recent pregnancy rates for the State for youth ages 10 to 14 and youth ages 15 to 19 and, and trends in those rates for the most recently preceding 5-year period for which data are available;

  - State-established goals for reducing the pregnancy rates and birth rates for youth populations; and

  - A description of the State's plan to achieve such goals, especially among youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in or aging out of foster care, youth with HIV/AIDS, pregnant youth under 21 years of age and their partners, mothers under 21 years of age and their partners, and youth residing in areas with high teen birth rates

- ***Target Population*:** Applicants must provide realistic estimates of the overall number of program(s) participants and the number participating in the proposed project site(s). Applicants must indicate how many participants are expected to participate in the first and second year of implementation, and break out the types of participants by age groups – specifically ages 10 to 14 and 15 to 19 - and race and ethnicity.

  Statistical data on other correlating variables may be used to substantiate the need to serve specific priority populations. For example, Latino/Latina and Native American teens have high teen birth rates within geographic pockets of some States that otherwise have lower rates of teen pregnancy or teen births. Additionally, older adolescents, 18-19 year olds, account for most teen pregnancies and are the most underserved in programs.

Applicant must include a description of how all youth will be eligible to participate in program services without regard to race, ethnicity or sexual identity.

- ***Program Management:*** Provide modifications or updates on how the State plans to govern and manage the execution of its overall program. Include the applicant's governance structure, roles/responsibilities, operating procedures, composition of committees, workgroups, teams and associated leaders, and communication plans that will provide adequate planning, monitoring, financial management, and control to the overall project.

  The applicant organization is to demonstrate how it will effectively and efficiently carry out its project(s) across its geographical catchment area.

  The project management activities must provide details on how plans and decisions are developed and documented, issues/risks managed, and meetings facilitated. Describe mechanisms to ensure accountability across community participants and incremental progress in achieving milestones necessary for improvement must be specified. Describe how partnerships and mechanisms will be used to ensure financial and programmatic accountability.

  Identify and describe how education, training, and monitoring processes will be used to maintain fidelity to the evidence-based program model(s).

- ***Program Plan/Approach***: Describe the overall plan for the program. This plan shall state overall goals that address issues identified in the need statement. This program plan will include descriptions of the following:
  - The range of mechanisms that will be used to deliver services and the actual services themselves (i.e. school-based programs, clinic-based programs, and/or youth development programs). The description should include information about how referrals will be made to other health services and programs, when appropriate.
  - The emphasis of abstinence and contraception for the prevention of pregnancy and sexually transmitted infections.
  - The three adult preparation subjects that will be addressed.
  - The entities and providers with which the State plans to have formal arrangements and the types of services to be provided.
  - The target populations to be served.
  - The program model(s) to be implemented (or adaptations of evidence-based models) that will be medically accurate and complete and age appropriate. Include discussion on how the model(s) will meet the needs of and are tailored to the unique cultural and environmental needs of the identified target populations.
  - Description of how this project will make a positive impact. In addition, include a discussion of lessons learned from previous projects of this type including how the experience helped develop the rationale for the proposed State approach.

  - As appropriate, state how the project will be coordinated, integrated and linked to existing services within the service area. If applicable, describe how the applicant will provide, directly and/or by referral, teenage pregnancy prevention related health or social services.

- ***Model(s) to be Replicated/Implementation Strategy:*** Describe the rationale for choosing the evidence-based model(s) proposed for replication or substantially incorporating elements of effective programs that have been proven on the basis of rigorous scientific research and how this approach is based upon the applicant's previous practice and community needs assessment.

  Describe how the applicant will implement the intervention with fidelity and what, if any, minor adaptations are being proposed. If adaptations are proposed, include a justification or rationale for any proposed adaptations. The description must clearly relate to project(s) objectives and must address intensity of services.

  If a State plans to operate a competitive or other similar sub-awarding process, describe the process by which the State will ensure that sub-awardees replicate or substantially incorporate elements from the evidence-based program that have been identified through the evidence review and listed in Appendix A. States must describe their plans to substantially incorporate elements of effective programs that have been proven on the basis of rigorous scientific research.

  Discuss why the program models selected or elements of those models will be effective in reducing rates of teen pregnancy and births, or associated sexual outcome behaviors in the selected setting(s) (e.g., school, school-district, community-based setting, county, target population). If a State plans to operate a competitive or other similar sub-awarding process, describe the process by which the State will assure that the models or elements of models selected are ones likely to be effective in achieving the program goals with the targeted population in the setting to be used by the sub-awardee.

  Describe how the State will ensure that facilitators/educators who will deliver the program(s) have been or will be formally trained in the program model or elements of the program model and this training is delivered by professionals who can provide follow-up technical assistance to facilitators.

  Describe how the State will ensure that those who implement programs with this funding have access to implementation materials and training in the evidence-based intervention they seek to replicate or from which they will be incorporating elements.

  Describe the adaptations that will be made and an explanation of why the adaptations do not unduly alter the core components of the evidence based program models or elements of those models and that there is reason to believe that the adaptations are likely to augment, rather than diminish, program effectiveness. Or, if a State is going to sub-award funds, describe how States will ensure that adaptations proposed by sub-awardees do not unduly alter the core components of the evidence based program models or elements of those models and that there is reason to believe that the adaptations are likely to augment, rather than diminish, program effectiveness

- ***Sub-Awardee Involvement****:* Describe the process for Sub-Awardee involvement that includes efforts to (1) publicize the availability of these funds (2) to encourage the involvement of new providers, (3) to make clear the process, if any, for application and award of these funds, (4) to provide proposal development assistance whenever possible, if requested by groups eligible for funding, and (5) to provide this information on a timely basis.

- ***Collaborations and Stakeholder Participation:*** Describe how the State will develop official documents and a monitoring plan in such a way as to assure financial accountability and program(s) integrity to the proposed plan and the priorities of the State and of ACYF. Potential partnerships may include, but are not limited to: health care providers and professional organizations, middle/high schools, school districts, community colleges, academic health centers, universities and community groups.

  State Plans will be strengthened by the inclusion of credible stakeholder organizations. State Plans are to include sub-awardee documents and/or clear descriptions of when the State will forward copies of formal partnerships, yet to be determined.

- ***Performance Measurement****:* Applicants are to describe their capacity to report on performance measures. Discuss how the applicant will track the five broad categories of performance measures, to include: (1) output measures (e.g., number of youth served, hours of service delivery); (2) fidelity/adaptation; (3) implementation and capacity building (e.g., community partnerships, competence in working with the identified population); (4) outcome measures (e.g., behavioral, knowledge, and intentions); and (5) community data (e.g. STIs, birth rates, etc.).

- ***Evaluation:*** All States and sub-awardees will be required to participate if selected into the national evaluation, and must give their assurance that they will participate if selected.

xi. Budget Narrative/Justification

The budget narrative must thoroughly describe how the proposed categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs. For in-kind contributions, the source of the contribution and how the valuation of that contribution was determined must also be described. All Applicants must outline proposed costs that support all project activities in the Budget Narrative/Justification. Applicants are to document budgeting for staff attendance to a national and regional meeting under the travel cost category.

The application must include the allowable activities that will take place during the funding period and outline the estimated costs that will be used specifically in support of the program. Costs are not allowed to be expended until the start date listed in the Notice of Grant Award. Whether direct or indirect, all costs must be allowable, allocable, reasonable and necessary under the applicable OMB Cost Circular: http://www.whitehouse.gov/omb/circulars (Circular A-87 for State, Local and Indian Tribal Governments and Circular A-122 for Non Profit Organizations). Any fees as program income must be used as toward the goals and objectives of the project.

xii. Appendices

The applicant must include the following, if not previously submitted with the application: 1) Resumes for State Program Director and detailed position descriptions (include key staff and positions for sites); 2) Memoranda of Understanding from all participating sites; 3) Memoranda of Understanding from all outside resources and/or partners; 4) An organizational chart, program organization chart and map describing the multiple sites in each group of the project; and 5) Other appendices that the State deems necessary to support its application narrative.

3. Application Submission Information

Grantees and new applicants submitting requests for funding in FY 2011 must submit an Application for FY 2010 and/or FY 2011 as listed in the FY 2011 table in *Section IV.1 by April 29, 2011.* Guidance for FY 2011 submissions is located in *Section IV*.1 and 2.

Submission Dates and Times
Applications are due by April 29. 2011.

Extension/Waiver of Due Date and Receipt Time
ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Late applications
Applications received after September 30, 2011 cannot be reviewed or funded to the State.

Electronically-Submitted Applications
ACF cannot accommodate transmission of applications by facsimile or email.

Mail Submission
Mail or hand deliver your application to:

LeBretia White
Program Specialist
Family and Youth Service Bureau
Administration for Children and Families

U. S. Department of Health and Human Services
Portals Office Building, Suite 8000
1250 Maryland Avenue, SW
Washington, DC 20024

Hand-Delivered Applications
Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in this section of the announcement.

When you arrive at the building, call the main telephone line from the lobby. Someone will meet you in the lobby to receive the application. The main telephone numbers are: (202) 205-8307 or (202) 205-9605.

4. Intergovernmental Review

This program is not subject to State review by Executive Order 12372 and does not require review by the State's State Single Point of Contact (SPOC).

V. APPLICATION REVIEW INFORMATION

The Commissioner of ACYF will approve any application/State plan that meets the requirements of PREP and this announcement. The Commissioner will not disapprove an application/State plan except after reasonable notice of the Commissioners' intention to disapprove has been provided to the applicant and after a six-month period providing an opportunity for the applicant to correct any deficiencies. The notice of intention to disapprove will be provided to the applicant within 60 days of the date of the submission of the application.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

States that submit applications will be notified by the Personal Responsibility Education Program Office of approval status through the issuance of an application review packet. A packet containing an originally signed cover letter will be sent to the authorized representative that signed the application summary (SF-424, section 21). A second packet, with a copy of the cover letter, will be sent to the contact listed on the application summary (SF-424, section 8f). Award notices require the approval of the Office of Grants Management and the Financial Assistance Award which indicates the terms of the grant is signed by the Grants Management Officer.

2. Anticipated Award Dates:

The anticipated award dates for FY 2010 applications is September 30, 2010 and September 30, 2011 for FY 2011 applications.

3. Administrative Requirements:

The following provisions of Title V of the Social Security Act, 42 U.S.C. § 701 *et. seq.*, shall apply to allotments and grants made under this announcement to the same extent and in the same manner as such provisions apply to allotments made under Section 502(c) of the Social Security Act.

(1) Section 504(b)(6) (relating to prohibition on payments to excluded individuals and entities).
(2) Section 504(c) (relating to the use of funds for the purchase of technical assistance).
(3) Section 504(d) (relating to a limitation on administrative expenditures).
(4) Section 506 (relating to reports and audits), but only to the extent determined by the Secretary to be appropriate for grants made under this section.
(5) Section 507 (relating to penalties for false statements).
(6) Section 508 (relating to nondiscrimination).

Except for the provisions listed above, no other provisions of Title V of the Social Security Act shall apply to allotments and grants made under this announcement.

Awards issued under this announcement are subject to the Uniform Administrative Requirements and Cost Principles of 45 C.F.R. Part 74 (Awards And Sub-awards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

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.

The Code of Federal Regulations (C.F.R.) is available at http://www.gpoaccess.gov/cfr.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. § 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. §74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 96 (Block Grants), Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACYF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which can be found at 45 C.F.R. Part 87, and includes the prohibition against Federal funding of inherently religious activities, which can be found at the HHS web site at: http://www.hhs.gov/fbci/waisgate21.pdf.

Award Term and Condition for Trafficking in Persons

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html.

4. Reporting Requirements:

Performance Progress Reports (PPR)

ACYF grantees must submit Performance Progress Reports (PPR) using the standardized forms in Appendix D. A PPR must be filed with HHS describing the activities carried out, and include an assessment of the effectiveness of those activities in achieving the purposes of the grant. A section of this PPR must be completed by each grantee or sub-awardee that performed the direct services contemplated in the application certifying performance of such services. Consortia grantees are to compile performance reports into a comprehensive report for submission. The PPRs are due semi-annually, 30 days after the conclusion of the reporting period.

Grantees will be required to monitor progress on a uniform set of process and outcome performance measures, after approval by OMB. The performance measures will be developed by ACYF and refined through the grant process. States will receive training and technical assistance from ACYF and its contractor(s) on data collection methodologies. Each applicant must describe their capability to implement monitoring and reporting systems to aid in internal data collection around metrics for successful achievement of performance measures. ACYF will develop performance measures for PREP, and seek OMB approval for a uniform performance measures data collection instrument. When approved, all award recipients will be responsible for reporting on these measures and using the OMB approved data collection instrument.

PPRs will be submitted to the Personal Responsibility Education Program Office Contact listed in *Section VII. Agency Contacts.*

Failure to submit reports on time may be a basis for withholding grant funds, suspension, or termination of the grant. In addition, all funds reported after the obligation period will be recouped

Federal Financial Reports (FFR)

State grantees under the PREP program will be required to submit Federal Financial Reports semi-annually (90 days after the conclusion of the reporting period).

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

Fillable copies of the SF-425 are available on the OMB web site at http://www.whitehouse.gov/omb/grants_forms, or at www.Forms.gov, and on the ACF Funding Opportunities Forms page.

Failure to submit reports on time may be a basis for withholding grant funds, suspension, or termination of the grant. In addition, all funds reported after the obligation period will be recouped

In accordance with the requirements at 45 C.F.R. 92.41, the State is required to file separate
annual expenditure reports for each grant received, indicating the amount of Federal funds that have been obligated, liquidated and remain unobligated. SF-425 "Federal Financial Report" is used for this purpose.

a. The State is requested to file these reports electronically through the ACF On-Line Data Collection (OLDC) system. OLDC requires electronic signatures from the appropriate. When electronic reports are completed and submitted, no paper submission is required.

b. For States that elect to submit paper copies of the required expenditure reports, send
one (1) copy with an original signature of each submission of Form SF-425 to the financial office. Send an additional copy of each submission to the
Personal Responsibility Education Grants Management Office Contact listed in *Section VII. Agency Contacts.*

c. Regardless of the method of submission, the State must adhere to the following submission schedule for financial reports:

- An interim financial report, covering the period from the start of the project period through the end of the first fiscal year (FY 2011), must be submitted no later than 90 days following the end of the Federal fiscal year (i.e. no later than December 30, 2011).

- A second financial report covering the next Federal fiscal year (FY 2012), must be submitted no later than 90 days following the end of FY 2012 (i.e. no later than December 30, 2012).

- In accordance with Federal regulations at 45 C.F.R. 92.23(b), the final financial report, covering the entire obligation and liquidation periods, must be submitted no later than the last day of the liquidation period (i.e., no later than December 30, 2013 for FY 2011 funding and December 30, 2014 for FY 2012).

5. Other Information

Continuation Awards

Prior to FY 2013 and in FY 2014, ACF will send guidance to State grantees on submitting any updates to their applications.

The Paperwork Reduction Act of 1995 (P.L. 104-13*)*

Public reporting burden for information collections in this announcement are estimated to average 24 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The application and Performance Progress Report requirements are approved under OMB control number 0970-0380, which expires on 03/31/2014. 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.

VII. AGENCY CONTACTS

Personal Responsibility Education Program Office Contact

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Personal Responsibility Education Grants Management Office Contact

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Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

Appendices

APPENDIX A: List of Evidence-Based Program Models

Program Name	**Setting**
Aban Aya Youth Project (PDF)	Middle schools
Adult Identity Mentoring (Project AIM) (PDF)	Middle schools
All4You! (PDF)	Alternative high schools
Assisting in Rehabilitating Kids (ARK) (PDF)	Substance use treatment facilities
Be Proud! Be Responsible! (PDF)	Middle schools, high schools, or CBOs
Be Proud! Be Responsible! Be Protective! (PDF)	Middle schools, high schools, or CBOs
Becoming a Responsible Teen (BART) (PDF)	Middle schools, high schools, or CBOs
Children's Aid Society (CAS)—Carrera Program (PDF)	CBOs
¡Cuídate! (PDF)	Middle schools, high schools, or CBOs
Draw the Line/Respect the Line (PDF)	Middle schools
FOCUS (PDF)	CBOs or clinics
Horizons (PDF)	CBOs or clinics
It's Your Game: Keep it Real (PDF)	Middle schools
Making a Difference! (PDF)	Middle schools or CBOs
Making Proud Choices! (PDF)	Middle schools or CBOs
Project TALC (PDF)	CBOs
Promoting Health Among Teens! Abstinence-Only Intervention (PDF) (formerly known as Promoting Health Among Teens!)	Middle schools or CBOs
Promoting Health Among Teens! Comprehensive Abstinence and Safer Sex Intervention (PDF) (formerly known as Comprehensive Abstinence and Safer Sex Intervention)	Middle schools or CBOs
Raising Healthy Children (PDF) (formerly known as the Seattle Social Development Project)	Elementary schools
Reducing the Risk (PDF)	High schools
Rikers Health Advocacy Program (RHAP) (PDF)	CBOs or youth detention facilities

Safer Sex (PDF)	CBOs or clinics
SiHLE (PDF)	CBOs or clinics
Sexual Health and Adolescent Risk Prevention (SHARP) (PDF) (formerly known as HIV Risk Reduction Among Detained Adolescents)	Youth detention facilities
Sisters Saving Sisters (PDF)	CBOs or clinics
Teen Health Project (PDF)	CBOs
Teen Outreach Program (PDF)	Middle schools, high schools, or CBOs
What Could You Do? (PDF)	High schools, CBOs, or clinics
	* CBOs = Community-Based Organizations

APPENDIX B: State Allocations for FY 2010 and Estimated State Allocations for FY 2011

STATE/TERRITORY	FY 2010 Allocations
Alabama	$789,678
Alaska	$250,000
Arizona	$1,099,599
Arkansas	$485,372
California	$6,553,554
Colorado	$793,058
Connecticut	$596,440
Delaware	$250,000
District of Columbia	$250,000
Florida	$2,795,687
Georgia	$1,707,218
Hawaii	$250,000
Idaho	$274,861
Illinois	$2,231,758
Indiana	$1,100,446
Iowa	$499,981
Kansas	$480,260
Kentucky	$696,997
Louisiana	$769,607
Maine	$250,000
Maryland	$962,931
Massachusetts	$1,062,646
Michigan	$1,754,708
Minnesota	$868,121
Mississippi	$537,218

STATE/TERRITORY	FY 2010 Allocations
Missouri	$991,673
Montana	$250,000
Nebraska	$306,743
Nevada	$419,320
New Hampshire	$250,000
New Jersey	$1,412,929
New Mexico	$346,571
New York	$3,236,330
North Carolina	$1,544,312
North Dakota	$250,000
Ohio	$1,916,033
Oklahoma	$615,320
Oregon	$591,798
Pennsylvania	$2,046,335
Rhode Island	$250,000
South Carolina	$760,906
South Dakota	$250,000
Tennessee	$1,012,182
Texas	$4,400,234
Utah	$525,624
Vermont	$250,000
Virginia	$1,284,773
Washington	$1,081,919
West Virginia	$276,094
Wisconsin	$930,024

STATE/TERRITORY	FY 2010 Allocations
Wyoming	$250,000
Puerto Rico	$740,740
Virgin Islands	$250,000
Guam	$250,000
American Samoa	$250,000
Northern Mariana Islands	$250,000
Federated States of Micronesia	$250,000
Marshall Islands	$250,000
Pala	$250,000
Total	***$55,250,000***

STATE/TERRITORY	Estimated FY 2011Allocations
Alabama	$783,691
Alaska	$250,000
Arizona	$1,120,928
Arkansas	$476,238
California	$6,454,368
Colorado	$794,967
Connecticut	$599,877
Delaware	$250,000
District of Columbia	$250,000
Florida	$2,824,322
Georgia	$1,757,161
Hawaii	$250,000
Idaho	$284,709
Illinois	$2,215,473
Indiana	$1,094,957
Iowa	$502,584
Kansas	$478,422
Kentucky	$702,324
Louisiana	$762,572
Maine	$250,000

STATE/TERRITORY	Estimated FY 2011Allocations
Maryland	$961,478
Massachusetts	$1,045,240
Michigan	$1,728,394
Minnesota	$866,929
Mississippi	$531,355
Missouri	$997,141
Montana	$250,000
Nebraska	$295,289
Nevada	$439,601
New Hampshire	$250,000
New Jersey	$1,407,330
New Mexico	$346,405
New York	$3,184,763
North Carolina	$1,550,531
North Dakota	$250,000
Ohio	$1,923,338
Oklahoma	$620,339
Oregon	$607,632
Pennsylvania	$2,044,466
Rhode Island	$250,000
South Carolina	$755,337
South Dakota	$250,000
Tennessee	$1,025,530
Texas	$4,448,734
Utah	$542,077
Vermont	$250,000
Virginia	$1,308,714
Washington	$1,071,141
West Virginia	$275,036
Wisconsin	$933,749
Wyoming	$250,000
Puerto Rico	$736,858
Virgin Islands	$250,000
Guam	$250,000
American Samoa	$250,000
Northern Mariana Islands	$250,000
Federated States of Micronesia	$250,000
Marshall Islands	$250,000
Palau	$250,000

STATE/TERRITORY	Estimated FY 2011Allocations
Total	***$55,250,000***

APPENDIX C:

Logic Models, and Resources for Developing Programs and Logic Models

A logic model is a diagram that shows the relationship between the program components and activities and desired process and outcome objectives. It is a visual way to present and share understanding of the relationships among the resources available to implement the proposed intervention, the strategies/activities planned for implementation, and the outputs and outcomes expected. The outputs are often expressed as S.M.A.R.T. process objectives. All States and/or sub-awardees must create logic models that provide an overview of the entire program for the duration in which it is expected to occur. The logic models must detail how inputs (e.g. resources) will be utilized to fund activities for the achievement of specific process and outcome objectives enumerated and ultimately the achievement of the goal(s) statement.

The following is an overview on the construction of logic models. The goal of a logic model is to provide a systematic and visual way to show the connection between program resources, activities, and expected results. States and/or sub-awardees are encouraged to submit program logic models that include the following aspects:

1) Challenges Faced by the Program
    a. Specific items a program wants to address.
    b. Example: High rates of teen pregnancy among a specific population.
2) Inputs of the Program
    a. Resources necessary to accomplish goals.
    b. Example: Funding allocated towards a pregnancy prevention program, through a grant program, or in-kind resources.
3) Processes/Activities
    a. The specific actions supported by the inputs.
    b. Example: Meetings, classes.
4) Outputs
    a. The products of the activities
    b. Example: The number of students completing a program.
5) Outcomes
    a. Expected changes as a result of the program. These can be divided into immediate, intermediate (e.g. annual), and long term (e.g. 5-8 years).
    b. Example: (Annual) Increased consistent condom usage among a specific population; (Long-Term) Decreased rates of teen pregnancy.

In addition, applicants are encouraged to address the following four areas in the construction of their logic model: demographics (e.g. age, race, sex), external factors which may influence the program's success (e.g. economic situation), the constraints faced by the program (e.g. negotiations with stakeholders; loss of non-federal resources), and the assumptions being made in the adoption of a specific program (e.g. what is believed about the method of intervention that cannot be tested; what is believed about the target population that cannot be tested; etc.).

Resources for Developing Programs and Logic Models

A potential resource for identifying and creating relevant programs geared toward outcomes is the Center for Disease Control and Prevention's (CDC) *10 Steps to Promoting Science-Based Approaches (PSBA) to Teen Pregnancy Prevention using Getting to Outcomes (GTO)* (see http://www.cdc.gov/reproductivehealth/adolescentreprohealth/PDF/LittlePSBA-GTO.pdf). This guide provides a clear 10-step process to assessing the needs of a community, selecting a program, implementing it, and tracking progress. States and sub-awardees are encouraged to review these steps in developing their approaches and their logic models.

Another helpful resource is the publication entitled *Tools to Assess the Characteristics of Effective Sex and STD/HIV Education Program*. This document uses past research to identify 17 characteristics that are associated with pregnancy prevention programs' success. States and sub-awardees are encouraged to consider these 17 characteristics in developing their programs and their logic models.

APPENDIX D:

Performance Progress Report Cover Page and Program Indicators Forms and Instructions

OMB Control No: 0970-0380
Expiration Date: 03/31/2014

PERFORMANCE PROGRESS REPORT
COVER PAGE
PERSONAL RESPONSIBILITY EDUCATION PROGRAM

Page	of Pages

1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant Number	3a. DUNS 3b. EIN

4. Recipient Organization (Name and complete address including zip code)			5. Recipient Identifying Number or Account Number
6. Project/Grant Period Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	7. Reporting Period End Date *(Month, Day, Year)*	8. Final Report? ☐ Yes ☐ No 9. Report Frequency ☐ *annual* ☐ *semi-annual* ☐ *quarterly* ☐ *other* *(If other, describe: ____________________________)*

10. Performance Narrative

11. Other Attachments *(attach other documents as needed or as instructed by the awarding Federal Agency)*

12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

12a. Typed or Printed Name and Title of Authorized Certifying Official	12c. Telephone *(area code, number and extension)* 12d. Email Address
12b. Signature of Authorized Certifying Official	12e. Date Report Submitted *(Month, Day, Year)*
	13. Agency use only

PERFORMANCE PROGRESS REPORT
COVER PAGE
PERSONAL RESPONSIBILITY EDUCATION PROGRAM
INSTRUCTIONS

Item	Data Elements	Instructions
1.	**Awarding Federal agency and Organizational Element to Which Report is Submitted**	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	**Federal Grant or Other Identifying Number Assigned by the awarding Federal agency**	Enter the grant/award number contained in the award document.
3a.	**DUNS Number**	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b.	**EIN**	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	**Recipient Organization**	Enter the name of recipient organization and address, including zip code.
5.	**Recipient Account Number or Account Number**	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	**Project/Grant Period**	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period.
7.	**Reporting Period End Date**	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30; and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
8.	**Final Report**	Mark appropriate box. Check “yes” only if this is the final report for the project/grant period specified in Box 6.
9.	**Report or Frequency**	Select the appropriate term corresponding to the requirements contained in the award document. “Other” may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.

Item	Data Elements	Instructions
10.	**Performance Narrative**	**Leave blank and complete Form PREP Program Indicators**
11.	**Other Attachments**	Attach other documents as needed or as instructed by the awarding Federal agency.

OMB Control No: 0970-0380
Expiration Date: 03/31/2014

PERFORMANCE PROGRESS REPORT
PROGRAM INDICATORS
PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)

				Page	of Pages
1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant Number	3a. DUNS		4. Reporting Period End Date *(MM/DD/YYYY)*	
		3b. EIN			

Program Indicators			
(1) Item	**(2) Activity Description**	**(3) Indicator**	**(4) Explanation**
B-01	**Major activities and accomplishments during this period**		
B-02	**Describe any challenges related to the areas addressed in item B-01**		
B-03	**Significant Observations**		
B-04	**Organizational Issues**		
B-05	**Technical assistance and Training**		
B-06	**Activities planned for next reporting period**		

PERFORMANCE PROGRESS REPORT
PROGRAM INDICATORS
PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP)
INSTRUCTIONS

Schedule

Submit the original progress report to the Office of Grants Management, Division of Mandatory Grants, and a copy to the Program Office. Reports are due 30 days after the end of the second and fourth quarter of the budget period (every 6 months).

A FINAL PROGRAM REPORT IS DUE 90 DAYS AFTER THE PROJECT PERIOD END DATE.

Item	Data Elements	Instructions
1	**Awarding Federal agency and Organizational Element to Which Report is Submitted**	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	**Federal Grant or Other Identifying Number Assigned by the awarding Federal agency**	Enter the grant/award number contained in the award document.
3a	**DUNS Number**	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	**EIN**	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	**Reporting Period End Date**	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
	Program Indicators	
B-01(4)	**Major activities and accomplishments during this period**	Recommend use of project task charts from approved grant application and/or project work plan with this section. Describe any draft/final products related to the project.
B-02(4)	**Challenges**	Describe any deviations or departures from the original project plan including actual/anticipated slippage in task completion dates, and special problems encountered or expected. Use this report section to advise Project Officer and Grants Management Specialist of resolution or actions taken to resolve the challenges presented during the reporting period.
B-03(4)	**Significant observations**	List the type and number of services accessed by target population, the number of youth serviced in each community and other relevant project data
B-04(4)	**Organizational Issues**	Briefly describe any organizational (i.e. staffing and personnel, policy and procedures) and planning team issues that affected the management of the grant during the reporting period.

B-05(4)	**Technical Assistance and Training**	Describe any issues, functions, or processes that your organization needs addressed through technical assistance, training, national conferences or on-site visits.
B-06(4)	**Activities planned for next reporting period**	Briefly describe.