

**California Personal Responsibility Education Program (CA PREP)  
Request for Application (RFA) Program Narrative Template**

Agency Name: \_\_\_\_\_

County: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Instructions:**

- Please ensure that responses are complete, concise and respond directly to the information requested.
- Text responses should not exceed **500 words per question**.
- Use Calibri or Times New Roman 12-point font and 1.15 line spacing.

**A. Background, Agency Experience, and Organizational Capacity (Maximum 30 points)**

1. Describe any recent changes (i.e., in the past three years) in local trends in adolescent birth rates, STI/HIV rates, and adolescent pregnancy prevention efforts, using citations where appropriate. Include any relevant information on high-needs populations, health disparities, and any other geographic and/or demographic factors, such as rurality or migration. *(5 points)*

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2. Describe the availability of sexual health education programming, sexual and reproductive health care and other youth-serving resources and services in the applicant's service area. Highlight any gaps and/or needs, along with the capacity of the organization to address them. *(5 points)*

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3. Describe the applicant’s experience administering adolescent sexual health education programming, including data collection, program monitoring and continuous quality improvement efforts, with a focus on efforts in the past two years. *(5 points)*

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4. Describe the applicant's experience with engaging parents/caring adults in the community in program activities. This could include strategies for effective outreach to parents, innovative approaches to reach parents, a description of types of engagement and/or topics covered and outcomes from the activities. *(5 points)*

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5. Describe efforts with regard to meeting annual reach goals during the 2019-2021 CA PREP funding cycle thus far. If the applicant has had challenges in completing their annual reach goal, (e.g., Shelter-in-Place, COVID-19, staff redirected, etc.) describe any applicable strategies to address this in the next fiscal year. *(5 points)*

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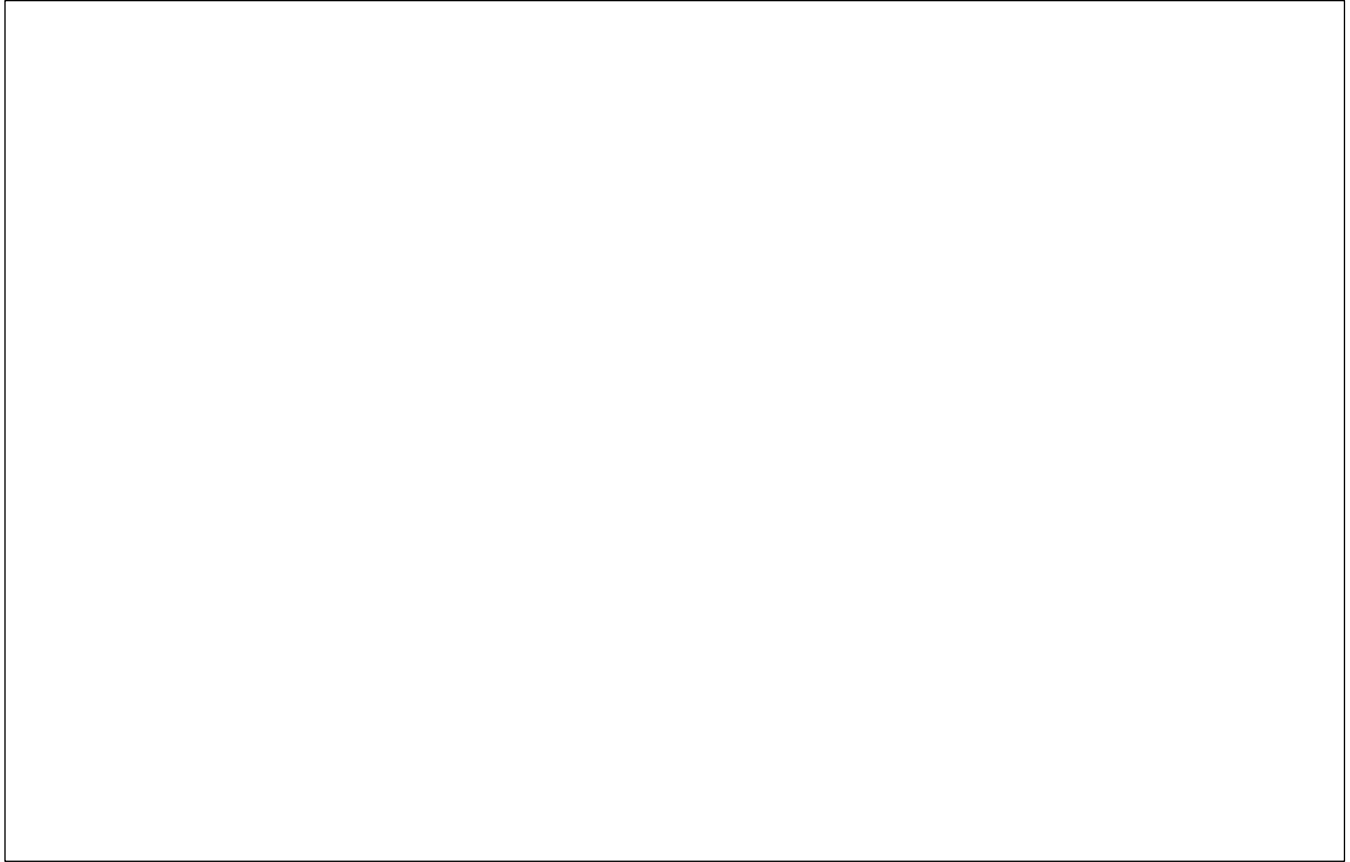
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6. Describe the applicant's organizational capacity and structure as it relates to successfully meeting the sexual and reproductive health needs of youth in their local service area. Include the organization's ties to the community and other local youth-serving agencies. *(5 points)*

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**B. Implementation Plan (Maximum 55 points)**

1. Describe the applicant’s experience with implementing and administering EBPMs including justification for model selection, target area, and proposed strategies and successes for reaching high-need youth. Please describe how past experience will support the proposal, including lessons learned and best practices for recruitment, retention and ensuring quality implementation. *(10 points)*

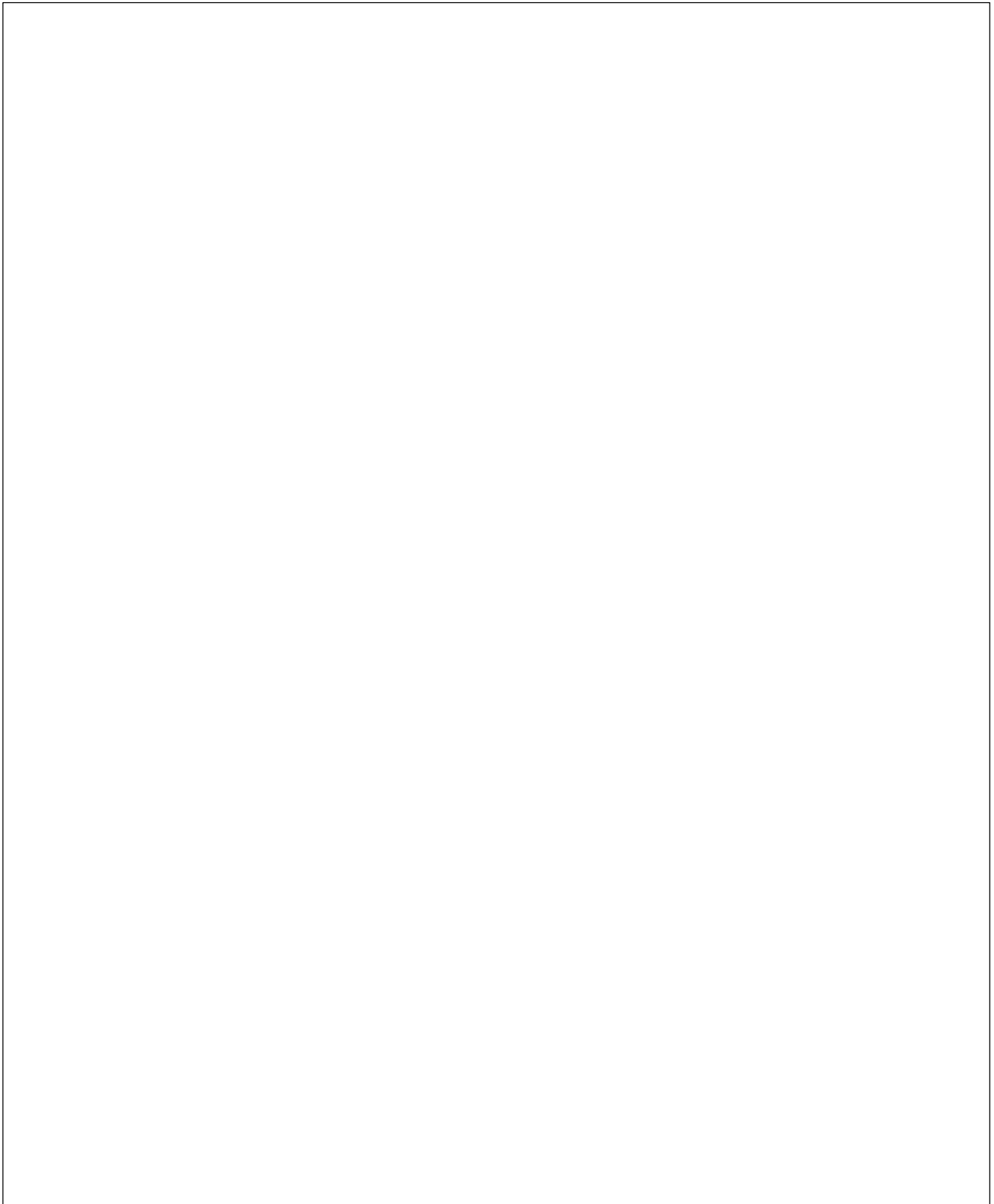
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2. Describe the applicant’s plan for parent/caring adult engagement activities (e.g. curriculum preview to parents/caring adults as well as sharing resources or educating parents and care givers about topics such as adolescent development, healthy life skills, healthy relationships, education and career success, and parent-child communication). Please describe how past experience will support the proposed activities. *(5 Points)*

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3. Describe how the applicant's past efforts have informed the proposed Implementation Plan below (Table 1), including plans for adapting services to additional settings and/or target populations. (10 points)

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**4. Target Population and Program Setting (10 points)**

*Instructions: For each primary target population that the applicant plans to serve, indicate the program setting where this population will be reached and the proposed evidence-based program model (EBPM) that will be used. If serving the same target population in different program settings and/or with different EBPMs, please enter each target population, program setting and EBPM combination on a separate row.*

*For each row, multiply the estimated number of cohorts by the average cohort size to calculate the total number of youth initiated; then youth initiated across all program settings to fill in the total number of youth initiated. Completers (youth participants who attend more than 75% of the intended curriculum length) will be calculated in the next question.*

**Table 1: Target Population and Program Setting**

Primary Target Population, Program Setting, Proposed Evidence-Based Program Model	Estimated Number of Cohorts	Average Cohort Size	Number of Youth Initiated

Primary Target Population, Program Setting, Proposed Evidence-Based Program Model	Estimated Number of Cohorts	Average Cohort Size	Number of Youth Initiated
<b>Total Number of Youth Initiated</b>			



5. Completers, Reach Numbers and Cost Per Youth (10 points)

**Table 2: Estimated Annual Reach Calculation**

*Instructions: Using the Total Number of Youth Initiated from Table 1 and the program-wide retention rate (89.5%), complete Table 2 to calculate the estimated number of youth expected to complete the program (Annual Reach).*

Total Number of Youth Initiated (from Table #)	Retention Rate (Program-wide, FY 16-17)	Estimated Number of Completers (Annual Reach)
	x 0.895	=

**Table 3: Cost Per Youth Calculation**

*Instructions: Complete Table 3 to calculate Cost Per Youth by dividing the Estimated Number of Completers (Annual Reach) calculated in Table 2 by the total award amount requested by the applicant.*

*Note: Cost per youth will vary by agency depending on EBPM, setting, target population and county population size. Agencies will not receive higher scores for a lower cost per youth, but cost per youth should typically fall within the range of \$200-\$500. If you anticipate a higher cost per youth, provide a justification in the text box below.*

Total Requested Award	(Estimated Number of Completers) Annual Reach	Cost Per Youth
		=

6. Describe the number and classification of proposed program staff positions, including project director, project coordinator and facilitator(s). Address the proposed structure of supervision and staff support, and how staffing will support optimal delivery of CA PREP services. (10 points)

*Note: CDPH/MCAH highly recommends planning for CA PREP facilitators to have all or most of their FTE percentage devoted to PREP (i.e., not split across multiple projects), so they can implement regularly and build skill and comfort with delivering the curricula. The expectation at the minimum funding level (\$125,000) is at least one full-time facilitator and one project coordinator at no less than 25% FTE.*

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**C. Plan for Community Outreach (Maximum 10 points)**

1. Describe the applicant's past efforts regarding joining or forming/maintaining a Local Stakeholder Coalition per the CA PREP Scope of Work, including the process of identifying stakeholders and partners, coalition goals, activities conducted, and efforts to engage communities in the applicant's local service area. *(5 points)*

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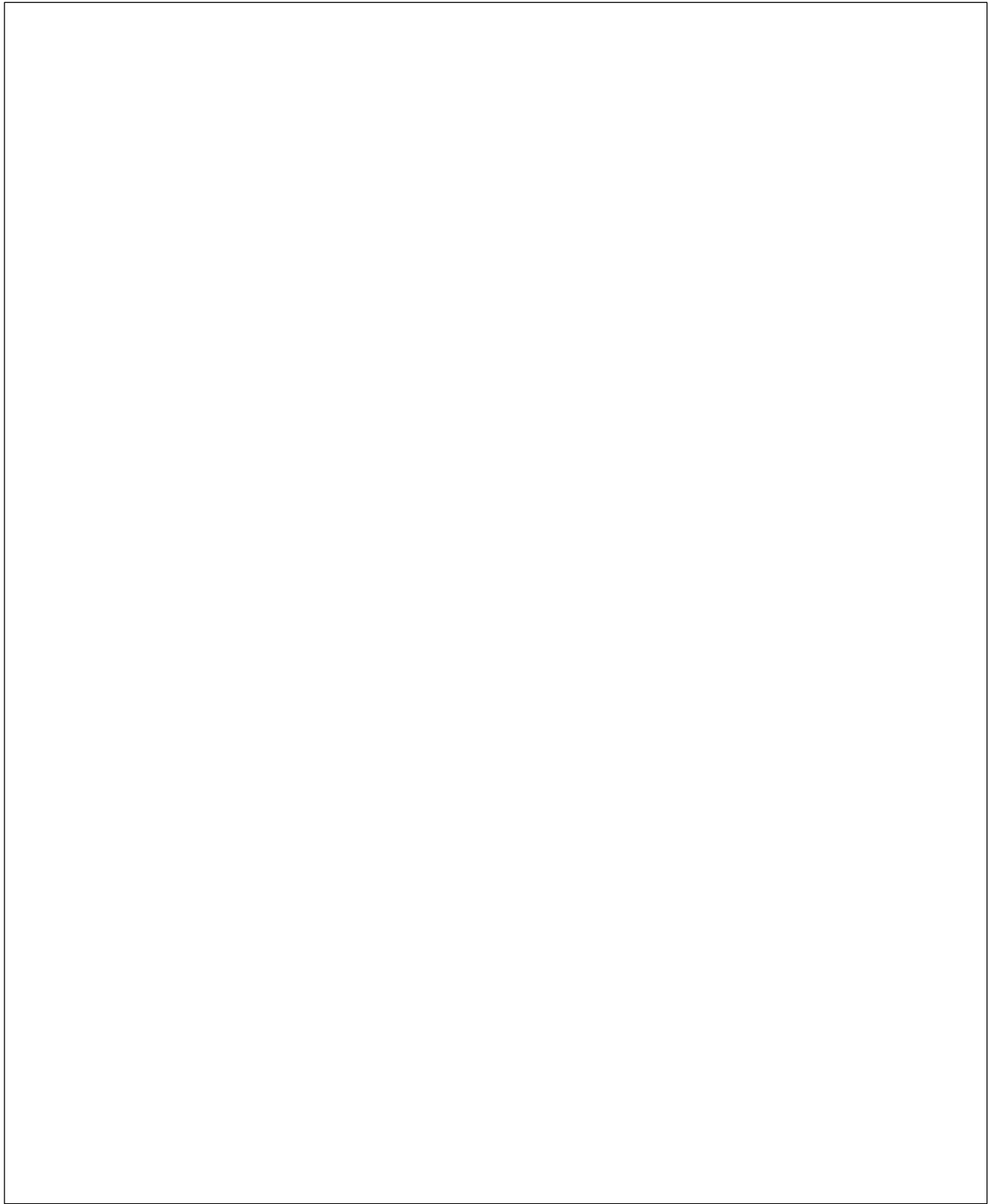


2. Describe plans for community outreach during FY 2021-22, including activities conducted by the applicant, as well as by the Local Stakeholder Coalition. Complete the required Local Stakeholder Coalition Roster ([Attachment 4](#)). *(5 points)*



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**D. Plan for Clinical Linkages (Maximum 10 points)**

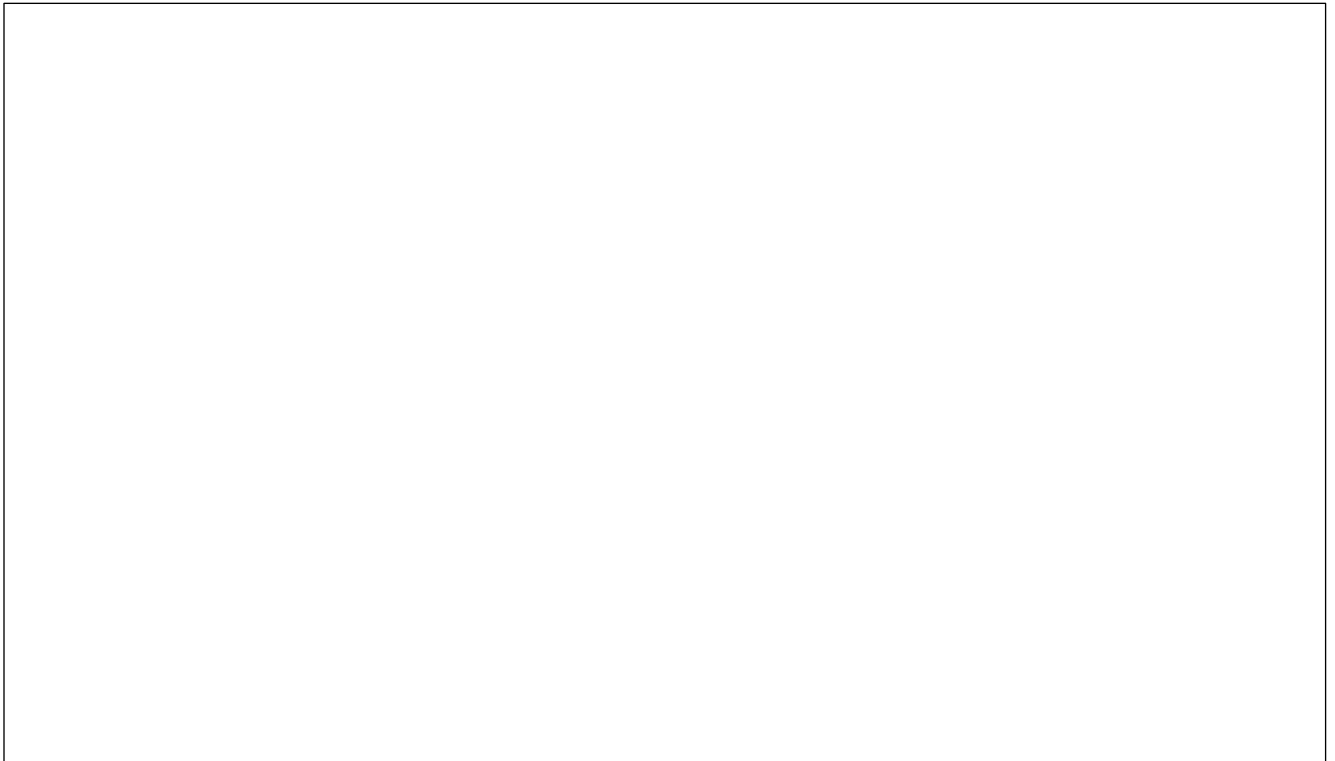
1. Describe the applicant's relationship and history of partnering with local Family PACT and other youth-friendly sexual and reproductive health service providers. Explain the applicant's plan for creating links between CA PREP implementation and access to Family PACT services. *(5 points)*

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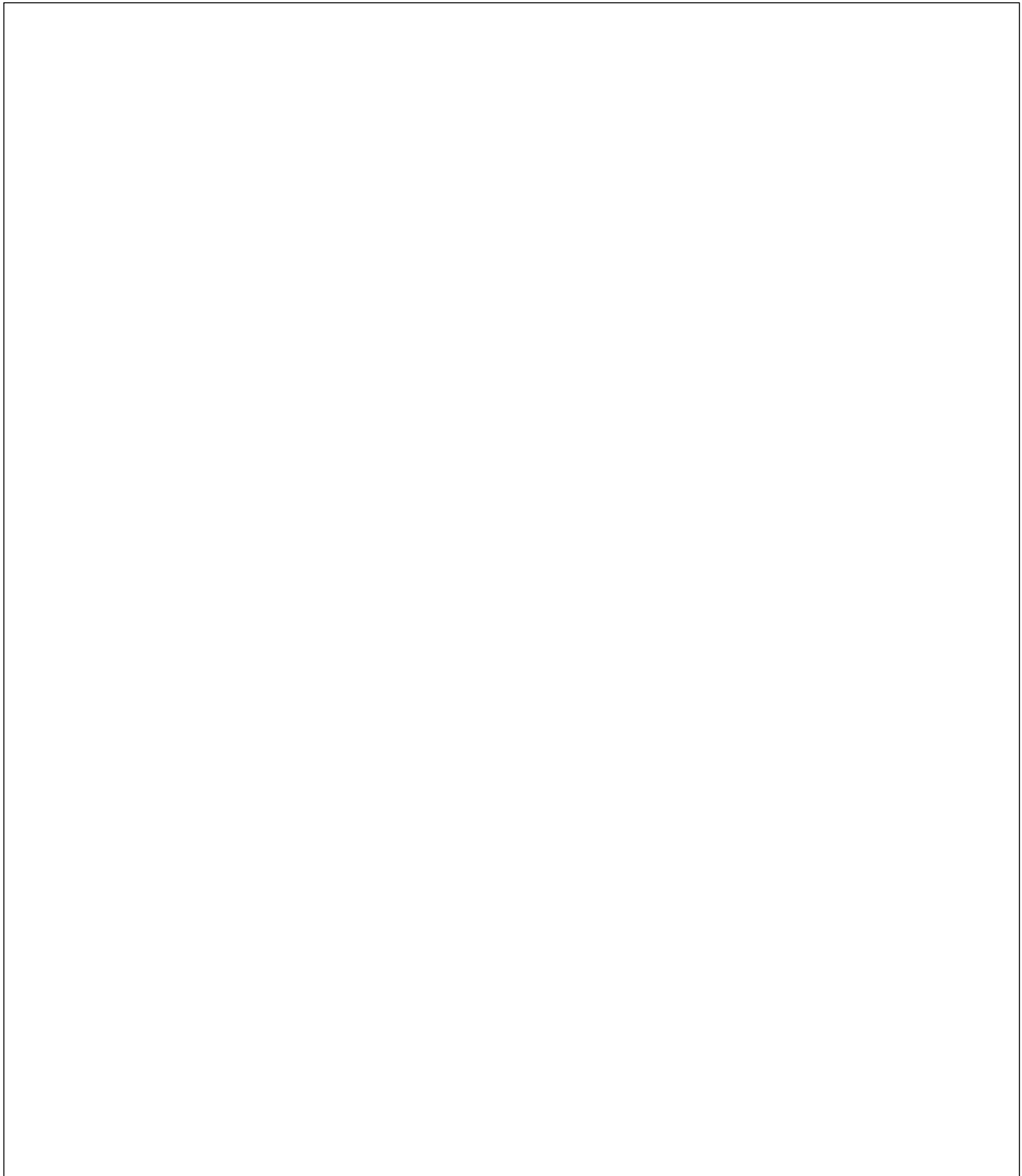
2. Describe additional activities to promote use and awareness of youth-friendly sexual and reproductive health services in their community. *(5 points)*



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**3. Budget Detail and Justification (Maximum 5 points)**

Complete [Attachment 5](#).