

DEPARTMENT OF HEALTH AND HUMAN SERVICES

AGENCY: Office of the Secretary, Office of Public Health and Science, Office of Population Affairs, Office of Adolescent Pregnancy Programs

FUNDING OPPORTUNITY TITLE: Announcement of Availability of Funds for Adolescent Family Life (AFL) Demonstration Projects

CATALOG of FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 93.995

ANNOUNCEMENT TYPE: Initial Competitive Grant

DATES: To receive consideration, applications must be received by the Office of Grants Management, Office of Public Health and Science (OPHS), Department of Health and Human Services (DHHS) c/o Grant Application Center, Office of Grants Management Operations Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, Attention: Office of Population Affairs/Office of Adolescent Pregnancy Programs no later than **11 p.m. Eastern Time for electronic applications and 5:00 p.m. Eastern Time for mailed-in applications on June 22, 2010**. This application due date requirement supersedes the instructions in the application kit.

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Overview:

The Office of Adolescent Pregnancy Programs (OAPP) of the Office of Population Affairs (OPA) requests applications for care demonstration grants under the Adolescent Family Life (AFL) Demonstration Projects Program, as authorized by Title XX of the Public Health Service (PHS) Act, 42 U.S.C. 300z *et seq.* Title XX authorizes the Secretary of Health and Human Services to award grants for care demonstration projects to develop and test services for pregnant adolescents, adolescent parents, and their families. Services are intended to enable pregnant adolescents to obtain proper care and assist pregnant adolescents and adolescent parents to become productive independent contributors to family and community life and to assist families of adolescents to understand and resolve the societal causes which are associated with adolescent pregnancy (PHS Act § 2001(b)(3)). In addition, Title XX demonstration projects are required to use such methods as will strengthen the capacity of families to deal with the sexual behavior, pregnancy, or parenthood of adolescents and to make use of support systems such as other family members, friends, religious and charitable organizations, and voluntary associations (PHS Act § 2003). The Office of Adolescent Pregnancy Programs emphasizes the importance of conducting program evaluation to identify effective services which ameliorate any negative consequences of adolescent childbearing and to develop an array of interventions that effectively address adolescent pregnancy and childbearing. It is anticipated that up to 10 grants in the amounts of \$400,000-\$600,000 per year will be awarded. OAPP expects that projects dedicate 20-25% of the federal portion of the proposed budget to evaluation activities.

I. FUNDING OPPORTUNITY DESCRIPTION

This announcement seeks proposals from public and private nonprofit entities to develop, implement and evaluate innovative interventions for pregnant adolescents ages 15 -18 and their families, as well as fathers of their children and/or male partners. For purposes of the demonstration grants announced in this notice, only pregnant adolescents are eligible to receive program services at the time of program entry. However, services will continue to be provided to the parenting adolescent and her child after the baby is born until the child turns one year old. Although the Title XX legislation stipulates that specific core services must be offered by each grantee either directly or by referral, the demonstrative nature of these grants, allows grantees to implement innovative program strategies that expand the core services.

Applicants should propose a multi-site intervention which compares pregnant adolescents and their families receiving standard care services, with those receiving a care intervention that enhances the core services by adding a parental, family or male involvement intervention. Applicants will implement the standard care services as described in the Title XX legislation at one or more sites, and the enhanced model of care services at one or more other sites. Eligible sites could include schools, community centers, hospitals or clinics, etc. Under this announcement, adolescents who are pregnant and between 15 and 18 years of age (and their families) are the target group for care services intervention. The care services provided should promote the healthy development of the adolescents' children and the involvement of extended family members, fathers of their children, and/or male partners.

Description of Standard Care Services

All AFL care demonstration projects must provide standard care services that are set out in the Title XX legislation as “core services.” Applicants must address how each of the following ten core services and any supplemental services will be provided, either directly or by referral:

- 1) pregnancy testing and maternity counseling;
- 2) adoption counseling and referral services which present adoption as an option for pregnant adolescents, including referral to licensed adoption agencies in the community if the eligible grant recipient is not a licensed adoption agency;
- 3) primary and preventive health services, including prenatal and postnatal care;
- 4) nutrition information and counseling;
- 5) referral for screening and treatment of sexually transmitted infections (STI), including HIV/AIDS;
- 6) referral to appropriate pediatric care;
- 7) educational services relating to family life and problems associated with adolescent premarital sexual relations including:
 - (a) information about adoption;
 - (b) education on the responsibilities of sexuality and parenting;
 - (c) the development of material to support the role of parents as the providers of sex education; and
 - (d) assistance to parents, schools, youth agencies and health providers to educate adolescents and preadolescents concerning self-discipline and responsibility in human sexuality;
- 8) appropriate educational and vocational services;
- 9) mental health services and referral to mental health services and to other appropriate physical health services; and
- 10) counseling and referral for family planning services.

Note: Funds provided under Title XX may not be used for the provision of family planning services other than counseling and referral services unless appropriate family planning services are not otherwise available in the community. In accordance with sec. 2006(a)(17) of Title XX, applicants must make maximum use of funds available under the Title X Family Planning Program in providing this required core service. According to the Title XX legislation (Section 2006(a)(18)), the acceptance by any individual of family planning services or family planning information (including educational materials) “shall be voluntary and shall not be a prerequisite to eligibility for or receipt of any other service furnished by the applicant.” The U.S. Department of Health and Human Services (DHHS) supports a network of clinics offering family planning and related preventive health services. For access to the Family Planning Directory database, please visit: <http://www.hhs.gov/opa/familyplanning/database/index.html>. The applicant should describe linkages or referral agreements with Title X family planning providers within the area to be served.

In addition to the 10 required core services listed above, applicants for care

projects may provide any of the following supplemental services:

- (1) referral to licensed residential care or maternity home services;
- (2) child care sufficient to enable the adolescent parent to continue education or to enter into employment;
- (3) consumer education;
- (4) counseling for the immediate and extended family members of the eligible person;
- (5) transportation; and
- (6) outreach services to families of adolescents to discourage sexual relations among unemancipated minors.

Description of Enhanced Care Services

Receiving adequate social support is associated with positive outcomes for both the pregnant adolescent and her baby. These outcomes include improvements in the adolescent's health, higher educational attainment and fewer pregnancy complications¹. The most frequent providers of social support to pregnant adolescents are their mothers and the fathers of their children. Applicants should propose an enhanced care intervention targeting one of the following members of the pregnant adolescent's social network: parents of the pregnant adolescent, extended family members, expectant fathers/fathers of their children, and/or male partners. Parent interventions can include guardians or another significant adult family member in the life of the adolescent. Applicants should ensure the enhanced intervention supports and complements the standard care services provided for the pregnant adolescents.

The proposed intervention should be informed by evidence from service providers' previous experience, child or adolescent development theory, qualitative studies, or basic research. The theoretical framework and any evidence from related research to support the intervention should be thoroughly discussed in the application.

The proposed intervention should reflect the specific needs of the target population and may include objectives related to communication skills, strengthening family units, conflict resolution strategies, or parenting skills. Each program activity should be linked directly to the program objectives. In addition, applicants should justify their proposed approach by describing the existing programming in the community or gaps in these services. Projects that aim to address gaps in the services provided by improving coordination, integration, and linkages among organizations with existing programs are strongly encouraged.

Applicants should present a well defined plan and justification for all of the following: 1) recruitment and retention of members of the pregnant adolescent's social support network including how staff will be trained to recruit and retain participants; 2) the rationale and theoretical framework for the enhanced care intervention; 3) the specific activities and components of the intervention (including dosage); 4) the specific educational materials or curricula being used (if any); 5) how the enhanced care intervention will be responsive to group differences; and 6) how the enhanced care intervention will be integrated with the core services being provided to the pregnant adolescent.

¹ Henley, 1997; May, 1992; Renker, 1999

Description of Multi-Site Program Model

Under this announcement, strong emphasis is placed on the applicant=s capacity to implement a multi-site model with 3 sites as the minimum. Sites in this model can be school-based, community-based, home-based, hospital-based or a combination. A strong multi-site design helps to prevent interaction between the standard care services group and the enhanced care intervention group, which can alter the impact of the interventions.

Project Goal and Objectives

OAPP has 3 performance measures for AFL care programs: (1) reduce the incidence of repeat pregnancies among AFL clients, (2) increase AFL care demonstration client conformance with recommended infant immunization schedules, and (3) increase the educational attainment of AFL care demonstration project clients. Successful applicants must develop these three performance measures into three viable program outcome objectives to be met within the proposed intervention. Applicants are encouraged to develop up to 3 additional programmatic outcome objectives.

Evaluation

Section 2006(b)(1) of Title XX requires each grantee to expend at least one percent, but not more than five percent, of the federal funds received under Title XX on evaluation of the project. When a more rigorous or comprehensive evaluation effort is proposed, waivers of the five percent limit on evaluation may be granted by OAPP (PHS Act § 2006(b)(1)). OAPP emphasizes rigorous evaluation of the demonstration projects it supports. To that end, OAPP is requesting applications with rigorous evaluation designs, and will waive the five percent limit for those projects. OAPP strongly recommends that applicants budget 20-25% of the federal portion of the proposed grant project for evaluation activities. Applicants should include a clear and fully developed evaluation plan. The application kit contains additional important information regarding the approach to evaluation. Applicants should work with their evaluators as the application is being prepared to ensure that the evaluation plan addresses the criteria detailed in the application kit.

AFL Care Evaluation Core Instruments

The AFL care core evaluation instruments were developed for use in AFL care demonstration projects and designed to reflect the requirements in the Title XX statute, and the AFL care performance measures. The core evaluation instruments have been approved by the Office of Management and Budget and all AFL demonstration projects are required to use them in their evaluation design. Other instruments should be used to measure performance corresponding to the additional outcome objectives proposed. Applicants must demonstrate the capacity and commitment to using the AFL care core evaluation instruments in their evaluation plan. Behavioral data is collected on the core evaluation instruments. Applicants should discuss how this information will be collected in their data collection and program management protocols. Applicants should demonstrate their willingness and capacity to participate in cross-site evaluations, which

require a rigorous evaluation design, high quality data collection procedures, and the ability to share data for inclusion in cross-site analyses. The AFL care core evaluation instruments can be found at:

http://www.hhs.gov/opa/familylife/core_instruments/index.html. The instruments are available in both English and Spanish.

II. AWARD INFORMATION

OAPP intends to make available approximately \$4 million to support up to 10 care demonstration grants, funded at \$400,000 - \$600,000 per budget year for a project period not to exceed five years. Any application that proposes funding over the maximum \$600,000 will not be considered. Funding for all approved budget periods beyond the first year of the grant is contingent upon the availability of funds, satisfactory progress of the project, and adequate stewardship of federal funds. The estimated start date for care demonstration grants awarded under this announcement is September 1, 2010.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants

Any public or private nonprofit organization or agency located in a state (which includes one of the 50 United States, the District of Columbia, Commonwealth of Puerto Rico, U.S. Virgin Islands, Commonwealth of the Northern Mariana Islands, American Samoa, Guam, Republic of Palau, Federated States of Micronesia, and the Republic of the Marshall Islands) is eligible to apply for a grant under this announcement. Faith-based organizations and American Indian/Alaskan Native/Native American (AI/AN/NA) organizations are eligible to apply for these funds. Applicants must propose services that meet the Title XX statutory requirements in order to be considered. The award will be made only to an organization or agency which has met all applicable requirements and which demonstrates the capacity to effectively implement an evaluation model as stipulated in this announcement.

Note: AFL funds may not be used for inherently religious activities, such as worship, religious instruction, and proselytization. If an organization engages in such activities, they must be offered separately in time or location from the program supported by AFL funds and participation must be voluntary for program beneficiaries. An AFL program, in providing services and outreach related to program services, cannot discriminate against current or prospective program beneficiaries on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to actively participate in a religious practice. All adolescents, regardless of race or religion, shall be eligible to participate in an AFL program.

2. Cost Sharing

Grantees funded under this announcement will be required to match federal funding provided by the OAPP. Section 2005 (c)(2) of Title XX states that an AFL grant award may not exceed 70 percent of the total costs of the project for the first and second years, 60 percent of the total costs for the third year, 50 percent for the fourth year and 40 percent for the fifth year. The AFL non-federal share of the project costs may be

provided in cash expenditures or fairly evaluated in-kind contributions, including facilities, donated labor, materials, equipment and services. Cost sharing is a responsiveness criterion and is not a scored evaluation criterion. If needed, technical assistance may be provided to assist applicants in developing their cost sharing options.

Note: The HHS Grants Policy Statement stipulates that: “Recipient contributions may be derived from any non-federal source; from federal sources if received as fees, payments, or reimbursements for the provision of a specific service, such as patient care reimbursements received under Medicare or Medicaid; or from other program income, if authorized by [HHS]. Otherwise, unless there is specific statutory authority, federal funds may not be used to match HHS grant funds.”

3. Evaluator Requirements

Section 2006(b)(2) of Title XX requires that evaluations of AFL demonstration projects be conducted by an organization or entity independent of the AFL grantee. To accomplish this, applicants should collaborate with an independent evaluator affiliated with a college or university located in their state. OAPP recommends that applicants select a lead evaluator who has experience conducting and managing intensive evaluations similar to those proposed. Since AFL grantees are expected to disseminate and publish findings from their projects, the selected evaluator should have experience publishing academic manuscripts and presenting at professional conferences.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application kits may be obtained electronically by accessing Grants.gov at <http://www.grants.gov> or GrantSolutions at <http://www.grantsolutions.gov>. Application kit requests may also be made through the OPHS Office of Grants Management, 1101 Wootton Parkway Suite 550, Rockville, MD 20852; telephone 240-453-8822 or fax 240- Instructions for use of the GrantSolutions system can be found on the OPA website at <http://hhs.gov/opa> or requested from the OPHS Office of Grants Management.

2. Content and Form of Application

In preparing the application, it is important to follow ALL instructions and public policy requirements provided in the application kit. Applications must be submitted on the forms supplied and in the manner prescribed in the application kit provided by the OAPP. Applicants are required to submit an application signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award. The application narrative should be limited to 50 double-spaced pages with one-inch margins, using an easily readable 12-point font. All pages, figures, and tables must be numbered sequentially. If the page limit is exceeded, only the first 50 pages of the application will be reviewed. The page limit does not include appendices and required forms. The application package should not be stapled or bound.

As part of the application form, a budget narrative is required. This narrative should thoroughly describe how the proposed categorical costs are derived. The necessity, reasonableness, and allocability of the proposed costs should be discussed.

Matching funds and/or specific contributions proposed to meet the cost sharing requirement must be fully identified and described. For in-kind contributions, the source of the contribution and how the valuation of that contribution was determined must also be described.

The narrative description of the project should include the following:

Summary (1 page)

Applicants should provide a brief description of the proposed demonstration project indicating whether it is for a local or statewide project; the type of organization applying (school, state agency, voluntary agency, etc.); the geographic area to be served (urban, rural, suburban); a description of the target population to be served; a description of the program intervention; and a brief description of the overall project aims and project plan.

Description of Applicant Organization (2-3 pages)

Applicants should describe the decision-making authority and structure of the organization (e.g., relationship to the Board of Directors), including its resources, experience, existing program units and/or those to be established if funding is obtained. This description should include personnel, percentage of time on project, and facilities, and include evidence of the organization's capacity to provide the timely and effective use of resources needed to implement the project, collect necessary data and conduct a thorough evaluation.

Need Statement (5-7 pages)

Applicants should describe the need for the proposed care services in the target area by discussing the results of a thorough needs assessment of the geographic area to be served. This information should include statistical data documenting the incidence of adolescent births and sexually transmitted infections; socio-economic conditions; existing gaps in services for pregnant adolescents; disparities, and unmet or priority needs in the proposed service area.

Rationale (3-4 pages)

Applicants should describe the theoretical basis for the project including the rationale for selecting the intervention(s) proposed and how this approach is based upon previous practice, community needs assessment or review of the literature.

Program Outcome Objectives (4 pages)

Applicants should describe the goals of the project and up to 6 outcome objectives that clearly identify the expected results or benefits of the demonstration project. Three of the outcome objectives should be the required AFL care performance objectives as described in the Goal and Objectives section of this announcement. Objectives should be specific, measurable, achievable, realistic, and time-bound.

Care Demonstration Model (10-15 pages)

Applicants should thoroughly describe the intervention, including how the applicant will implement care services at different sites. Applicants should also describe how each of the required ten core services and any supplemental services will be provided. Plans

for recruitment and retention, intervention group assignment procedures, coordination with other service providers, case management, and follow-up procedures should be discussed.

Work Plan and Timetable (1 page)

Applicants should provide a detailed work plan and timetable for the first year of the project. The work plan should include the program and evaluation activities associated with the core services and enhanced care services interventions. The work plan should also anticipate the time required for planning and further development of the interventions. A work plan for the first two years should be included in the appendices.

Documentation of Community Support and Commitment (2-3 pages)

Applicants should provide copies of letters of support from community agencies in their service area. Two to three letters of support should be included in the appendices. Memoranda of Understanding (MOUs) from each participating site, partner, and external resource (if applicable) should also be included in the appendices. The MOUs should detail the exact level of involvement, responsibility and time or resource commitment.

Continuation of Funding (1 page)

Applicants should describe the plan for continuation of services at the termination of this federal funding. The OAPP cannot guarantee that funding will be available annually or at the end of the five-year grant cycle. Financial sustainability plans should be included in the appendices.

Evaluation Plan (20-30 pages):

Applicants should provide a clear and fully developed evaluation plan in accordance with the detailed evaluation information included in the application kit. Applicants are encouraged to identify anticipated problems with the evaluation and discuss how they will address these issues. The evaluation plan should clearly describe the proposed objectives; data collection instruments, including information regarding reliability and validity of instruments; data collection methods and schedule; and the data analysis plan, including proposed statistical tests. The applicant=s presentation of a detailed evaluation plan should be described as outlined in the Evaluation section of the application kit.

Appendices

A detailed list of information that should be included in the appendices is provided in the application kit.

Please note: The order of the sections of the application narrative is based on the maximum score for each criterion and is not indicative of how the application narrative should be organized. **Detailed information regarding the organization and composition of each of the above listed sections of the application narrative can be found in the application kit.**

Applicants should be familiar with Title XX of the Public Health Service Act in its entirety to ensure that they have complied with all applicable requirements. A Dun and Bradstreet Universal Numbering System (DUNS) number is required for all applications for federal assistance. Organizations should verify that they have a DUNS number or take the steps necessary to obtain one. Instructions for obtaining a DUNS number are included in the application package, and a link to information about how to obtain a DUNS number is located on the OPA web site <http://www.hhs.gov/opa/grants/toolsdocs/toolsdocs.html>.

3. Submission Dates and Times

To be considered for review, applications must be received by the Office of Grants Management, Office of Public Health and Science, Department of Health and Human Services, c/o Grant Application Center, by 11:00 p.m. Eastern Time for electronic applications and 5:00 p.m. Eastern Time for mailed applications on the application due date. Applications will be considered as meeting the deadline if they are received on or before the deadline. The application due date requirement in this announcement supersedes the instructions in the application form.

Submission Mechanisms

The Office of Public Health and Science (OPHS) provides multiple mechanisms for the submission of applications, as described in the following sections. Applicants will receive notification from the OPHS Office of Grants Management confirming the receipt of applications submitted using any of these mechanisms. Applications submitted to the OPHS Office of Grants Management after the deadlines described below will not be accepted for review. Applications which do not conform to the requirements of the grant announcement will not be accepted for review and will be returned to the applicant.

While applications are accepted in hard copy, the use of the electronic application submission capabilities provided by the Grants.gov and GrantSolutions.gov systems is encouraged. Applications may only be submitted electronically via the electronic submission mechanisms specified below. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review.

In order to apply for new funding opportunities which are open to the public for competition, you may access the Grants.gov website portal. All OPHS funding opportunities and application kits are made available on Grants.gov. If your organization has/had a grantee business relationship with a grant program serviced by the OPHS Office of Grants Management, and you are applying as part of ongoing grantee related activities, please access GrantSolutions.gov.

Electronic grant application submissions must be submitted no later than 11:00 p.m. Eastern Time on the deadline date specified in the DATES section of the announcement using one of the electronic submission mechanisms specified below. All required hardcopy original signatures and mail-in items must be received by the Office of Grants Management, Office of Public Health and Science (OPHS), Department of Health and Human Services (DHHS) c/o Grant Application Center, 1515 Wilson Blvd.,

Suite 100, Arlington, VA 22209, no later than 5:00 p.m. Eastern Time on the next business day after the deadline date specified in the DATES section of the announcement. Applications will not be considered valid until all electronic application components, hardcopy original signatures, and mail-in items are received by the OPHS Office of Grants Management according to the deadlines specified above.

Paper grant application submissions must be submitted no later than 5:00 p.m. Eastern Time on the deadline date specified in the DATES section of the announcement. The address to be used for paper application submissions is Office of Grants Management, Office of Public Health and Science (OPHS), Department of Health and Human Services (DHHS) c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209.

The application deadline date requirement specified in the announcement supersedes the instructions in the application form. Application submissions that do not adhere to the due date requirements will be considered late and will be deemed ineligible, and may be returned to the applicant unread.

Applicants are encouraged to initiate electronic applications early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline.

Electronic Submissions via the Grants.gov Website Portal

The Grants.gov Website Portal provides organizations with the ability to submit applications for OPHS grant opportunities. Organizations must successfully complete the necessary registration processes in order to submit an application. Information about this system as well as the required registration process is available on the Grants.gov website, <http://www.grants.gov>.

In addition to electronically submitted materials, applicants may be required to submit hard copy signatures for certain program related forms, or original materials as required by the announcement. It is imperative that the applicant review both the grant announcement, as well as the application guidance provided within the Grants.gov application package, to determine such requirements. Any required hard copy materials, or documents that require a signature, must be submitted separately via mail to the Office of Grants Management at the address specified above, and if required, must contain the original signature of an individual authorized to act for the applicant agency and assume for the organization the obligations imposed by the terms and conditions of the grant award. When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review.

Electronic applications submitted via the Grants.gov Website Portal must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. Any files uploaded or attached to the Grants.gov application must be of the following file formats B Microsoft Word, Excel or PowerPoint, Corel WordPerfect, ASCII Text, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only). Even though Grants.gov allows applicants to attach any file format as part of their application, OPHS restricts this practice and only accepts the file formats identified above. Any file submitted as part of the Grants.gov application that is not in a

file format identified above will not be accepted for processing and will be excluded from the application during the review process.

All required mail-in items must be received by the due date requirements specified above. **Mail-In items may only include publications, resumes, or organizational documentation.** When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review.

Upon completion of a successful electronic application submission via the Grants.gov Website Portal, the applicant will be provided with a confirmation page from Grants.gov indicating the date and time (Eastern Time) of the electronic application submission, as well as the Grants.gov Receipt Number. It is critical that the applicant print and retain this confirmation for their records, as well as a copy of the entire application package.

All applications submitted via the Grants.gov Website Portal will be validated by Grants.gov. Any applications deemed `Invalid` by the Grants.gov Website Portal will not be transferred to the GrantSolutions system, and OPHS has no responsibility for any application that is not validated and transferred to OPHS from the Grants.gov Website Portal. Grants.gov will notify the applicant regarding the application validation status. Once the application is successfully validated by the Grants.gov Website Portal, applicants should immediately mail all required hard copy materials to the OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, to be received by the deadlines specified above. It is critical that the applicant clearly identify the organization name and Grants.gov Application Receipt Number on all hard copy materials.

Once the application is validated by Grants.gov, it will be electronically transferred to the GrantSolutions system for processing. Upon receipt of both the electronic application from the Grants.gov Website Portal, and the required hardcopy mail-in items, applicants will receive notification via mail from the OPHS Office of Grants Management confirming the receipt of the application submitted using the Grants.gov Website Portal.

Applicants should contact Grants.gov regarding any questions or concerns regarding the electronic application process conducted through the Grants.gov Website Portal.

Electronic Submissions via the GrantSolutions System

OPHS is a managing partner of the GrantSolutions system. GrantSolutions is a full life-cycle grants management system managed by the Administration for Children and Families, Department of Health and Human Services (HHS), and is designated by the Office of Management and Budget (OMB) as one of the three Government-wide grants management systems under the Grants Management Line of Business initiative (GMLoB). OPHS uses GrantSolutions for the electronic processing of all grant applications, as well as the electronic management of its entire Grant portfolio.

When submitting applications via the GrantSolutions system, applicants are still required to submit a hard copy of the application face page (Standard Form 424) with the original signature of an individual authorized to act for the applicant agency and

assume the obligations imposed by the terms and conditions of the grant award. If required, applicants will also need to submit a hard copy of the Standard Form LLL and/or certain Program related forms (e.g., Program Certifications) with the original signature of an individual authorized to act for the applicant agency. When submitting the required hardcopy forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review. Hard copy materials should be submitted to the OPHS Office of Grants Management at the address specified above.

Electronic applications submitted via the GrantSolutions system must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. The applicant may identify specific mail-in items to be sent to the Office of Grants Management (see mailing address above) separate from the electronic submission; however these mail-in items must be entered on the GrantSolutions Application Checklist at the time of electronic submission, and must be received by the due date requirements specified above. **Mail-In items may only include publications, resumes, or organizational documentation.**

Upon completion of a successful electronic application submission, the GrantSolutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Time) of the electronic application submission. This confirmation page will also provide a listing of all items that constitute the final application submission including all electronic application components, required hardcopy original signatures, and mail-in items. As items are received by the OPHS Office of Grants Management, the electronic application status will be updated to reflect the receipt of mail-in items. It is recommended that the applicant monitor the status of their application in the GrantSolutions system to ensure that all signatures and mail-in items are received.

Mailed or Hand-Delivered Hard Copy Applications

Applicants who submit applications in hard copy (via mail or hand-delivered) are required to submit an original and two copies of the application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award.

Mailed or hand-delivered applications will be considered as meeting the deadline if they are received by the Office of Grants Management, Office of Public Health and Science (OPHS), Department of Health and Human Services (DHHS) c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, on or before 5:00 p.m. Eastern Time on the deadline date specified in the DATES section of the announcement.

4. Intergovernmental Review

Applications for AFL grants must meet the following requirements (each year).

- (1) Requirements for Review of an Application by the Governor: Section 2006(e) of Title XX requires that each applicant shall provide the governor of the state in which the applicant is located a copy of each application submitted to the OAPP for a grant for a demonstration project for services under this Title. The governor

has 60 days from the receipt date in which to provide comments to the applicant. An applicant may comply with this requirement by submitting a copy of the application to the governor of the state in which the applicant is located at the same time the application is submitted to OAPP. To inform the governor's office of the reason for the submission, a copy of this notice should be attached to the application.

(2) Requirements for Review of an Application Pursuant to Executive Order 12372 (SPOC Requirements): Applications under this announcement are subject to the review requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs," as implemented by 45 CFR part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Executive Order 12372 authorizes state and local government review of proposed federal assistance applications. As soon as possible, the applicant (other than federally-recognized Indian tribal governments) should contact the State Single Point of Contact (SPOC) for each state in the area to be served. The application kit contains the currently available listing of the SPOCs which have elected to be informed of the submission of applications. For those states not represented on the listing, further inquiries should be made by the applicant regarding submission to the relevant SPOC. Information about the SPOC is located on the OMB Web site http://www.whitehouse.gov/omb/grants_spoc/. The SPOC should forward any comments to the OPHS Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852. The SPOC has 60 days from the closing date of this announcement to submit any comments.

5. Funding Restrictions

Budget Request: If funding is requested in an amount greater than the ceiling of the award range, the application will be considered non-responsive and will not be entered into the review process. The application will be returned with notification that it did not meet the submission requirements.

Grant funds may be used to cover costs of personnel, consultants, equipment, supplies, grant-related travel, and other grant-related costs. Grant funds may not be used for building alterations or renovations, construction, fund raising activities, political education or lobbying. Guidance for completing the application can be found in the *Program Guidelines*, which is included in the application kit.

Applicants for discretionary grants are expected to anticipate and justify their funding needs and the activities to be carried out with those funds in preparing the budget and accompanying narrative portions of their applications. The basis for determining the allowability and allocability of costs charged to Public Health Service (PHS) grants is set forth in 45 CFR parts 74 and 92. If applicants are uncertain whether a particular cost is allowable, they should contact the OPHS Office of Grants Management at 240-453-8822 for further information.

6. Other Submission Requirements

Organizations applying for funds under the AFL Demonstration Projects Program must

submit documentation of nonprofit status with their applications. If documentation is not provided, the applicant will be considered non-responsive and will not be entered into the review process. The organization will be notified that the application did not meet the submission requirements. Any of the following serves as acceptable proof of nonprofit status:

- a reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent listing of tax-exempt organizations described in section 501(c)(3) of the IRS Code;
- a copy of a currently valid IRS tax exemption certificate;
- a statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals;
- a certified copy of the organization's certificate of incorporation or similar document that clearly establishes nonprofit status; and
- any of the above proof for a state or national organization and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

V. APPLICATION REVIEW INFORMATION

1. Criteria

Eligible competing grant applications will be externally reviewed by a multi-disciplinary panel of independent reviewers and subsequently reviewed by federal staff. All competing grant applications will be assessed and scored by the panel of independent reviewers according to the following criteria:

1) Evaluation Plan: The evaluation plan and the extent to which it is linked directly to the program objectives, including the following elements:

- 1) evaluation objectives and hypotheses;
- 2) logic model;
- 3) study design (experimental/quasi-experimental design);
- 4) process and outcome evaluation protocols;
- 5) sampling strategy and sample size estimation procedures;
- 6) intervention group assignment procedures;
- 7) recruitment and retention plan;
- 8) data collection and analysis plan;
- 9) use of the AFL core evaluation instruments;
- 10) institutional review board submission plan;
- 11) experience of the independent evaluation team in working with similar projects; and
- 12) dissemination plan (**35 points**).

2) Program Model: The applicant's description of the standard care services intervention and the enhanced care services intervention, including the following elements:

- 1) the application's clarity in presenting the organizational model for service delivery;
- 2) the appropriateness of the design;
- 3) proposed educational materials;
- 4) recruitment and retention plan for participants;
- 5) intensity of interventions (dosage); and
- 6) detailed staff training **(25 points)**.

3) Need for Project: The applicant's presentation of the need and rationale for the project, including a thorough community needs assessment and a clear description of the target population **(20 points)**.

4) Program Capacity and Past Experience: The applicant's clear description of their capacity to implement the program, including personnel and other resources; experience and expertise in providing multi-site programs for youth; and demonstration of the program staff's ability to effectively serve the target population, including cultural competency of staff and appropriateness of selected curricula **(10 points)**.

5) Community Support: Demonstration of community commitment to the project, as demonstrated by letters of commitment and willingness to participate in the project's implementation and acceptance of referrals, as demonstrated by memoranda of understanding (in Appendices) from proposed project sites, evaluator, referral partners, and outside resources, as applicable **(10 points)**.

2. Review and Selection Process

Final grant award decisions will be made by the Deputy Assistant Secretary for Population Affairs (DASPA). In making these decisions, the DASPA will take into account the extent to which applications recommended for approval will provide an appropriate geographic distribution of resources, the priorities in sec. 2005(a), and other factors including the following:

- 1) recommendations and scores of applications submitted by the review panels;
- 2) the geographic area to be served, specifically whether the target service area is among the underserved areas and populations;
- 3) the reasonableness of the estimated cost of the project based on factors such as the incidence of adolescent births in the geographic area to be served and the availability of services for adolescents in this geographic area; and
- 4) the adequacy of the evaluation plan.

Note: Special consideration may be granted to underserved areas and populations not currently receiving Title XX funding for care programs. The DASPA has the discretion not to consider, for this announcement, current Title XX care grantees that are already funded under the Title XX program. If there are multiple applicants from within the same state, agency collaboration is encouraged. The DASPA may elect to award one grant per state if multiple applications are received from the same state.

3. Anticipated Announcement and Award

OAPP anticipates announcing and awarding grantees under this announcement by September 1, 2010.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices

OAPP does not release information about individual applications during the review process until final funding decisions have been made. When final funding decisions have been made, the applicant's authorized representative will be notified of the outcome of their application by postal mail. The official document notifying an applicant that an application has been approved for funding is the Notice of Grant Award signed by the Grants Management Officer, OPHS Office of Grants Management, which specifies to the grantee the amount of money awarded, the purposes of the grant, the length of the project period, terms and conditions of the grant award, and the amount of funding to be contributed by the grantee to project costs.

2. Administrative and National Policy Requirements

The regulations set out at 45 CFR parts 74 and 92 are the Department of Health and Human Services (HHS) rules and requirements that govern the administration of grants. Part 74 is applicable to all recipients except those covered by part 92, which governs awards to state and local governments. Applicants funded under this announcement must be aware of and comply with these regulations. The CFR volume that includes parts 74 and 92 may be downloaded from http://www.access.gpo.gov/nara/cfr/waisidx_09/45cfrv1_09.html.

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees shall clearly state the percentage and dollar amount of the total costs of the program or project which will be financed with federal money and the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

3. Reporting

Applicants funded under this grant announcement will be required to electronically submit an End-of-Year Report as well as a Financial Status report 90 days after the grant budget period ends.

VII. AGENCY CONTACTS

1. Administrative and Budgetary Contacts Requirements

For information related to administrative and financial/budgetary requirements, contact the OPHS Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852; or call 240-453-8822.

2. Program Contacts Requirements

For information related to the OAPP program requirements, contact the OPHS OAPP, 1101 Wootton Parkway, Suite 700, Rockville, MD 20852; or call 240-453-2828 to answer questions and provide technical assistance on the preparation of grant applications. Questions may also be directed to the OAPP staff via e-mail at oapp@hhs.gov. If contacting the OAPP by e-mail, please include the phrase "AFL Care Question" in the subject heading.

3. Application Submission Requirements

For information related to the grant application submission process, contact the Grant Application Center, Office of Grants Management Operations Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209; or call 1-888-203-6161.

VIII. OTHER INFORMATION

1. Protection of Human Subjects

The applicant must comply with the HHS Protection of Human Subjects regulations (which require Institutional Review Board review and approval), set out at 45 CFR part 46, if applicable. General information about Human Subjects regulations can be obtained through the Office for Human Research Protections (OHRP) website at <http://www.hhs.gov/ohrp>, via email at ohrp@hhs.gov or toll free at (866) 447-4777.

2. Curricula Review

Applicants who are approved for funding will be required to submit all proposed curricula and educational materials to OAPP for review and approval prior to use in the project. The review shall ensure that the materials are medically accurate, consistent with Title XX policies on religion, and in compliance with the statutory prohibitions against advocating, promoting, encouraging, or providing abortions. Curricula and educational materials should be described in the application but materials should not be submitted with the grant application.

3. Applicant Technical Assistance

The OAPP is committed to providing technical assistance to help prospective applicants at no cost. The OAPP will offer one interactive online webinar designed to assist the public in learning more about the purposes and requirements of the Title XX program, the application process, budgeting information, and considerations that might help to improve the quality of grant applications. The OAPP strongly encourages applicants to participate in the online webinar. The OAPP recommends that key staff personnel participate such as a program evaluator, a financial representative, a grant writer, and the program director. Please be aware that in order to participate in the online workshop, participants must have internet access and a telephone line. Participants will be able to ask questions and receive pertinent feedback during this workshop via the computer.

Applicants may register using the form available in the application kit and may also refer to the OPA website at <http://www.hhs.gov/opa> for the technical assistance

workshop and registration information. All participants must pre-register for the webinar.

4. Annual Grantee Conference

Each year, OAPP hosts an annual grantee conference for AFL care demonstration project grantees. Grantees are required to set aside grant funds to cover all costs of attending the OAPP Annual Conference including transportation and lodging at conference site. The project director and evaluator are required to attend and/or participate in the annual conference.

5. Technical Assistance Workshops for Grantees

OAPP is committed to providing quality training opportunities for grantee staff. OAPP's technical assistance objective is to improve the skills of primarily front-line staff by providing skills-based training. Each year, OAPP offers training opportunities using modalities specifically designed for grantee staff including face-to-face workshops, net conferences, and e-learning modules. All workshops are offered free of charge; however, grantees may be expected to use grant funds to cover travel and lodging for attendees. On average, OAPP offers 3 face-to-face workshops per year to which grantees may send 2 staff members for each workshop. Applicants should set aside funds within the annual budget to offset the costs of attending OAPP-sponsored training. It is advisable to estimate transportation and lodging costs based on attending workshops in the Washington, DC area.

Dated:

Susan B. Moskosky, MS, RNC
Acting Director
Office of Population Affairs