



# **Pregnancy Assistance Fund Support for Expectant and Parenting Teens, Women, Fathers, and their Families**

U.S. Department of Health and Human Services  
Office of the Assistant Secretary for Health  
Office of Adolescent Health  
March 24, 2015

- Review the Pregnancy Assistance Fund Announcement: Support for Expectant and Parenting Teens ,Women, Fathers, and their Families

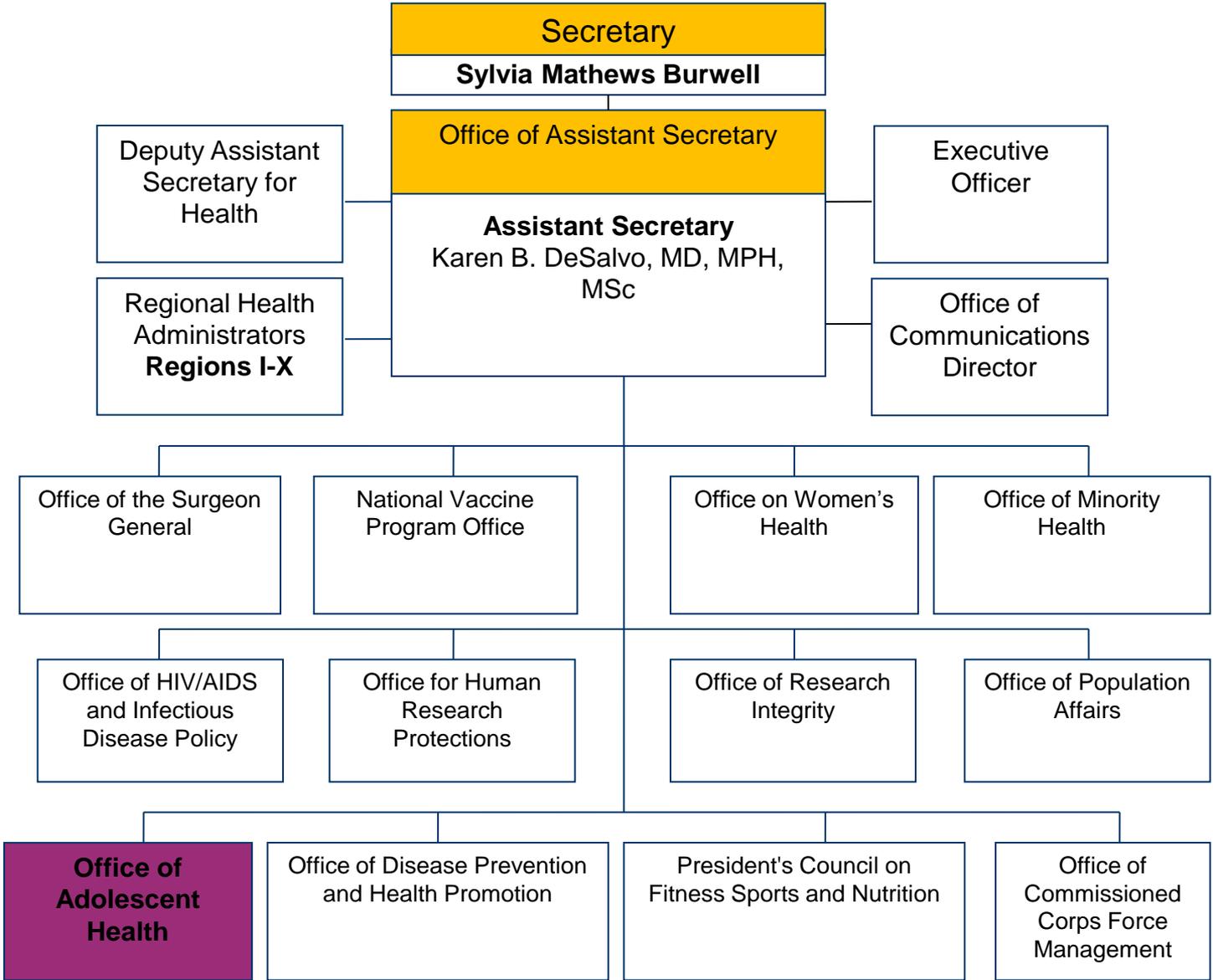
- Net-conference – Audio & Visual
  - 1-888-480-6972, passcode 4205341
- Listen-only mode
- Printing slides - printer icon on bottom right of screen
- Call materials posted to OAH website in 2-3 days
- Questions and Answers
  - Taking questions using the Q&A function on top of screen
  - Q&A period at the end of the TA call
  - Questions not answered today will be added to the list of FAQs on the OAH website within a few days



# Overview of the Office of Adolescent Health

- Vision - To Advance Best Practices to Improve the Health and Well-being of America's Adolescents
- Key Activities
  - Coordinate adolescent health initiatives across HHS
  - Convener of Adolescent Health: Think, Act, Grow (TAG)
  - Administer and support
    - Teenage Pregnancy Prevention (TPP) Program
    - Pregnancy Assistance Fund
    - National Resource Center for HIV/AIDS Prevention Among Adolescents
    - Several National TPP Evaluations

# OASH Organizational Chart



- Official signatory for obligating federal grant funds
- Official signatory for all grant business
- Monitor all business/financial transactions on grants for compliance to Federal Regulations (including interpretation of Federal Regulations)

- Patient Protection and Affordable Care Act (Public Law 111-148) sections 10211- 10214
  - Authorizes \$25 million for each of fiscal years 2010 through 2019
  - Authorizes the Secretary of HHS, in collaboration and coordination with the Secretary of Education, to establish and administer a Pregnancy Assistance Fund to award competitive grants to States and Tribes to assist expectant and parenting teens, women, fathers, and their families

- Estimated Funds Available for Competition: up to \$1,600,000
- Anticipated Number of Awards: Up to 3
- Period of Performance: Not to exceed 5 years
- Range of Awards: \$500,000 - \$800,000 annually
- Anticipated Start Date: August 1, 2015
- Budget Period length: 12 months
- Type of Award: Grant

- Any State, which includes the District of Columbia, any commonwealth possession or other territory of the United States, and any Indian tribe or reservation (hereafter referred to as “States or tribes”)
- A signed letter from the authorized State representative or tribe must accompany the application.
- Each State or tribe is allowed only one eligible application for submission

- Priority Areas: Expectant and Parenting Fathers and Young Adults
- Services should be evidence-based or evidence-informed and culturally and linguistically appropriate
- Sustainability plan
- Performance measures
- Grantee level evaluation

1. Providing support for expectant and parenting **students** in Institutions of Higher Education (IHE)
2. Providing support for expectant and parenting **teens**, women, fathers, and their families in high schools and community service centers
3. Improving services for pregnant **women** who are victims of domestic violence, sexual violence, sexual assault, and stalking
4. Increasing public **awareness and education** of services available for expectant and parenting teens, women, fathers, and their families

# Category 1

## Providing Support for Expectant and Parenting Students in Institutions of Higher Education

- Services at eligible Institutions of Higher Education (IHE)
- Supplement existing funding
- Strong linkages and referrals
- 25 percent cash or in-kind match
- Use of funds:
  - Needs Assessment
  - Establishment of provider linkages
  - Referrals
  - Formal and Informal partnerships
- Annual Performance Assessment of IHEs

## Category 2

### **Providing Support for Expectant and Parenting Teens, Young Adults Women, Fathers and their Families at High Schools and Community Service Centers**

- Establish, maintain or operate expectant and parenting programs and services to high schools and community service centers that serve eligible youth
- Provide funding to eligible High Schools and Community Service Centers that serve expectant and parenting teens, young adults, women, fathers and their families
- Encouraged to establish linkages and partnerships with IHEs

## • Category 1 & 2 Expectations

- Education and program activities are required to comply with Title IX requirements
- Needs assessments and program approaches should be different for Category 1 and 2
- Identify qualified public and private service providers and establish programs with them aimed at meeting the needs identified
- Assist the target population in locating and obtaining services that meet the needs identified
- Establish formal and informal partnerships to provide referrals for direct services for prenatal care and delivery, infant care, foster care, adoption, postnatal care, health care and mental health services, and early childhood programs
- Conduct an annual assessment of the performance of partners in meeting the needs of the target population

## Category 1 & 2 Expectations (continued)

- Needs and resource assessment to assess:
  - Family Housing
  - Child care
  - Parenting Skills Education
  - Post-partum counseling
  - IHE specific:
    - Education attainment
    - Healthy Relationships
    - Job Training
    - Financial Literacy

## Category 3

# Improving Services for Pregnant Women Who Are Victims of Domestic Violence, Sexual Violence, Sexual Assault, and Stalking

- Develop partnerships and provide funding to the State Attorney's General Office to assist programs in providing services for eligible pregnant women.

- Intervention services
- Accompaniment services
- Supportive social services
- Technical assistance and training relating to violence against eligible pregnant women to be made available to the following:
  - Federal, State, tribal, territorial, and local governments, law enforcement agencies, and courts
  - Professionals working in legal, social service and health care settings
  - Nonprofit organizations
  - Faith-based organizations

- Technical assistance and training that includes:
  - Identification of eligible pregnant women experiencing domestic violence, sexual violence, sexual assault, or stalking
  - Assessment of the immediate and short-term safety of such a pregnant woman
  - Maintenance of complete medical or forensic records
  - Identification and referral of the pregnant woman to appropriate public and private nonprofit entities

## Increasing Public Awareness and Education Services

- Increase public awareness and education about services or resources available to expectant and parenting teens, young adults, women, fathers, and their families to assist:
  - Learning about resources and accessing services
- Leverage existing public awareness and educational activities
- Development of user friendly websites and new media tools

- Institutions of Higher Education, receiving funding under Category 1, are required to provide a 25 percent match from non-federal funds
- High schools, community service centers and State Attorneys General receiving funds from a State, and entities that provide public awareness and education activities, are not required to provide matching or cost sharing

# Expectations Across All Categories

- Priority Areas
  - Young Adults
  - Young Fathers
- Collaboration
- Medical Accuracy
- Performance Measures
- Report to the State or Tribe
- Grantee Evaluation
- Sustainability Planning

- **Young Adults**

- Address the needs of teens and young adults (20 – 24 years old)
- Provide programs and/or services for expectant and parenting teens and young adults, some of who may fall into marginalized groups

- **Young Fathers**
  - Funded applicants are expected to:
    - Identify the needs of young fathers
    - Gain knowledge on best practices for recruiting and retaining young fathers
    - Work with staff to provide an organizational atmosphere that is young father friendly, and engage young fathers as partners

- Establish strong networks and partnerships across State, local, and tribal entities
- Build strong partnerships

- Ensure materials used in any activities funded under this announcement are medically accurate and complete.

## Definition

- “medically accurate and complete” means all medical information is 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 recognize as accurate, objective, and complete.

- Accountability
  - OAH
  - Grantee
- Data collection
  - Web based reporting system
  - Common set of Performance Measures
    - Four categories
      - » Demographics
      - » Output
      - » Implementation and capacity building
      - » Outcome
- Grantee identified performance measures

- Each year, the grantee must receive a report from all funded institutions and organizations that includes:
  - An itemization of the organization's expenditures on services
  - A review and evaluation of the performance of the organization
  - A description of the achievement of the organization

- Evaluate and disseminate evaluation results
- No more than 10% of awarded funds on evaluation
- Consult with OAH on the evaluation design and implementation

- Sustainability goal
- Objectives and activities should focus on achieving the sustainability goal
- Collaborate with partners and key stakeholders

- Propose program activities that emphasize health, education, and social services for expectant and parenting teens, women, fathers, and their families
- All services provided in categories 1, 2, and 3 should be:
  - Evidence-based <sup>1, 2, 3</sup>
  - Evidence-informed
  - Culturally and linguistically appropriate

<sup>1</sup> Teen Pregnancy Prevention <http://www.hhs.gov/ash/oah/oah-initiatives/tpp/tpp-database.htm>

<sup>2</sup> Home Visiting <http://homvee.acf.hhs.gov/Default.aspx>

<sup>3</sup> SAMHSA's National Registry of Evidence-based Programs and Practices <http://www.nrepp.samhsa.gov/Index.aspx>

- Link with existing resources and services
- Disseminate information about the availability of and eligibility for health coverage under federal and state programs, such as:
  - Medicaid
  - Children's Health Insurance Program
  - Health Insurance Marketplaces
- Provide application assistance and enrollment
- Demonstrate collaboration among relevant State agencies

- Summary/Abstract
- Project Narrative (35 page limit)
  - Problem statement
  - Organizational capacity
  - Project management
  - Goal(s), objectives, and logic model
  - Proposed intervention
  - Stakeholder organizations and partners
  - Performance measures and evaluation
- Additional Application Content (not part of the Narrative)

- Project Abstract should be clear, accurate, and concise.
- Project Abstract should include (at the top):
  - Name of State or Indian Tribe
  - Project Title
  - Applicant Agency/Authorized State Representative
  - Address
  - Contact Name
  - Contact Phone Numbers (Voice, Fax)
  - E-Mail Address and Web Site Address, if applicable

- Problem Statement
- Organizational Capability
- Project Management
- Goals, Objectives, and Logic Model
- Proposed Intervention
- Stakeholder Organizations and Partners
- Performance Measures and Evaluation

- Describe the needs of expectant and parenting teens, women, fathers, and their families
- Describe the analysis or needs assessments completed
- Describe existing programs
- Assessment of use of funds

- Organizational structure
- Personnel, time and facilities
- Organization's experience, expertise, and previous accomplishments
- Available resources and organizational capacity
- Key staff
- Curriculum vitae/resume

- Project management and partner monitoring plan
- Sub-awardees
- Program integrity
- Available resources and organizational capacity

- Project's goal(s) and objectives
- Objectives (SMART format):
  - **S** – Specific
  - **M** – Measurable
  - **A** – Achievable
  - **R** – Realistic
  - **T** – Time-framed
- Logic model
- Program outcome measures
- Programmatic strategic planning

- Description of the project's activities and services
- Grant funds use
- Activities
- Intervention rationale
- Category-specific and cross-category specific expectations

- Rationale for specific activities
- Barriers
- Demonstrate integration of category activities
- Describe evidence-based or evidence-informed and culturally and linguistically appropriateness
- Describe ensurance of medical accuracy

- Involvement of others including:
  - Service recipients
  - Existing health, education, and social service providers
  - Institutions of higher education
  - High schools
  - Community service centers
  - State Attorney's General Offices
- Roles and responsibilities for each partner
- Memorandum of Understanding or Letters of Commitment

- Common set of performance measures
  - Participant demographics
  - Output measures
  - Implementation and capacity building
  - Outcome measures
- Additional performance measures.

- Appendices should include:
  - Letter from the Authorized Representative authorizing the agency to apply on behalf of the state or tribe
  - Memorandum of Understanding or Letter of Commitment
  - Work Plan
  - Other
    - Curriculum vitae or resume for key personnel
    - Organizational structure
    - Examples of organizational capabilities or other supplemental information

# Memoranda of Understanding or Letters of Commitment

- Memoranda of Understanding (MOUs) or Letters of Commitment
- Partner commitment
- Organization's expertise, experience, and access

Components should include:

- Goal, outcome(s), key objectives, and the major tasks, action steps, or products
- Timeframes and lead person
- Sustainability plan activities<sup>1</sup>
- Training

<sup>1</sup> OAH Sustainability Tools available at [http://www.hhs.gov/ash/oah/oah-initiatives/teen\\_pregnancy/training/sustainability.html](http://www.hhs.gov/ash/oah/oah-initiatives/teen_pregnancy/training/sustainability.html)

- Budgeting
  - Sub-awardee or primary partners
  - Conference /Meeting attendance
    - Annual Conference 2017 (2-day, 3 staff)
    - Two Project Directors meetings in 2016

- Applications must be submitted electronically
- Project narrative must not exceed 35 double-spaced pages
- 8 ½ x 11 inch (letter-size) pages
- 1-inch or larger margins on top, bottom, and both sides
- Not less than 12 point font
- All pages should be numbered



# Office of Grants Management

## Roscoe Brunson

# Budget Narrative Justification

- Applicants are required to:
  - Submit a combined multi-year budget narrative, and
  - A detailed budget narrative for each year of the potential grant
    - Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect
- Applicants should develop multi-year budgets based on level funding for each budget period (i.e., equal to exact dollar figure of the year one budget)
- Budget narrative should be detailed, reasonable, adequate, cost efficient, and aligned with the proposed work plan
- Budget Narrative does not count toward application page limits

# Budget Narrative Justification

- Matching - If applicable and matching funds are proposed to meet cost sharing requirements for institutions of higher education funded under Category 1, you must fully identify and describe all in-kind contributions, the source of the contribution and how the valuation of that contribution was determined.
- Ensure you separate the Federal from the Non-federal - Matching funds when completing the Budget Narrative.

# Budget Information:

## Object Cost Categories - SF 424a

- a. Personnel
- b. Fringe Benefits- based on bylaws of organization; taxes; social security; insurance benefits; percent varies by organization
- c. Travel-
- d. Equipment- items over \$5,000 per unit
- e. Supplies- items under \$5,000 per unit
- f. Contractual-
- g. Construction – not allowed
- h. Other
- i. Indirect (if applicable)
- j. Total

# Funding Restrictions and Limitations

- To claim reimbursement for indirect costs, all applicants must have an approved indirect cost rate agreement which has been negotiated with the Federal Government or may elect the a modified 10% indirect reimbursement rate.
- Pre-award cost are not allowed
- Salary Limitations in accordance with the Consolidated and Further Continuing Appropriations Act, 2015



# **Application Submission Instructions**

# Required Application Forms

- Application for Federal Assistance (SF 424)
- Budget Information for Non-Construction Programs (SF-424a)
- Project Narrative (Upload document)
- Budget Narrative Justification (Upload document)
- Assurances for Non-Construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)
- CV or resume for new Key Project Personnel
- Letter of Commitment (Upload document/s)

- Non-binding Letters of Intent are due **Friday, April 17, 2015 by 5 p.m. ET.**
- Electronic application submission – Must be submitted no later than **5:00pm Eastern Time on May 18, 2015**, via [www.grants.gov](http://www.grants.gov) unless a waiver has been granted.
- Paper submission

- ❑ Application kits may be obtained electronically by accessing Grants.gov at <http://www.grants.gov>
- ❑ If you have problems accessing the application or difficulty downloading, contact Grant Operations Center, Office of Grants Management Operations Center, telephone 1-888-203-6161, or email [ASH@LCGnet.com](mailto:ASH@LCGnet.com)

- ❑ Valid Applications
- ❑ Late Applications
- ❑ Grants.gov Registration
- ❑ Timely submission

Electronic application submission

Validation

Timeframe

Email

- Responsiveness criteria
- Letter from the Authorized Representative
- One application per State or tribe
- Category 3 applicants

- Applications will be screened based on the criteria described below:
  - Applications must be submitted electronically (unless a waiver has been granted) by **5:00pm (Eastern Time) on May 18, 2015**
  - Project narrative section must be double-spaced, on equivalent of 8 1/2 “ by 11” page size, with 1” margins on all sides and font not less than 12 point. (All pages should be clearly numbered.)
  - Project narrative must not exceed 35 double-spaced pages
  - Appendices must not exceed 65 pages

- Description of Problem/Need (15 points)
- Organizational Capacity and Project Management (15 points)
- Goals, Objectives, Logic Model and Work Plan (15 points)
- Proposed Intervention (20 points)
- Stakeholder Organizational and Partners (15 points)
- Outcomes and Evaluation (10 points)
- Budget (10 points)

- Notification
- The official document is the Notice of Award (NOA)
- The NOA specifies :
  - Amount of money awarded
  - Purpose
  - Length of the project period
  - Terms and conditions
  - Grantee's contribution, if applicable

- Today's presentation
  - Recording
  - Transcript
  - Question and answers

# Agency Contacts

- Grants Management  
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- Program Requirements  
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# Connect With Us!

Use OAH's Award Winning Website



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# Questions?