

Capacity Building to Support Replication of Evidence-Based TPP Programs (Tier 1A) Funding Opportunity Announcement

Before we get started, please access the Tier 1A funding opportunity announcement and FAQs on the OAH website:

- www.hhs.gov/ash/oah
- Click on **Grants** in the menu bar
- Click on **Open Grants** in the dropdown menu or on the right menu
- Click on the Tier 1A FOA
- Click on any of the resource listed – FAQs are listed on this page



Capacity Building to Support Replication of Evidence-Based TPP Programs (Tier 1A) Funding Opportunity Announcement

Technical Assistance Call for Applicants

U.S. Department of Health and Human Services
Office of Adolescent Health
January 21, 2015
2:30pm ET

- Review the ***Capacity Building to Support Replication of Evidence-Based TPP Programs (Tier 1A)*** Funding Opportunity Announcement, including the purpose, eligibility requirements, and how to apply for funds
- Will not be answering questions specific to individual applications

Agenda for Today's Call

- Welcome and Overview of OAH
- Program Expectations
- Application Contents
- Office of Grants Management
- Application Submission & Review
- Questions and Answer
- Closing Remarks

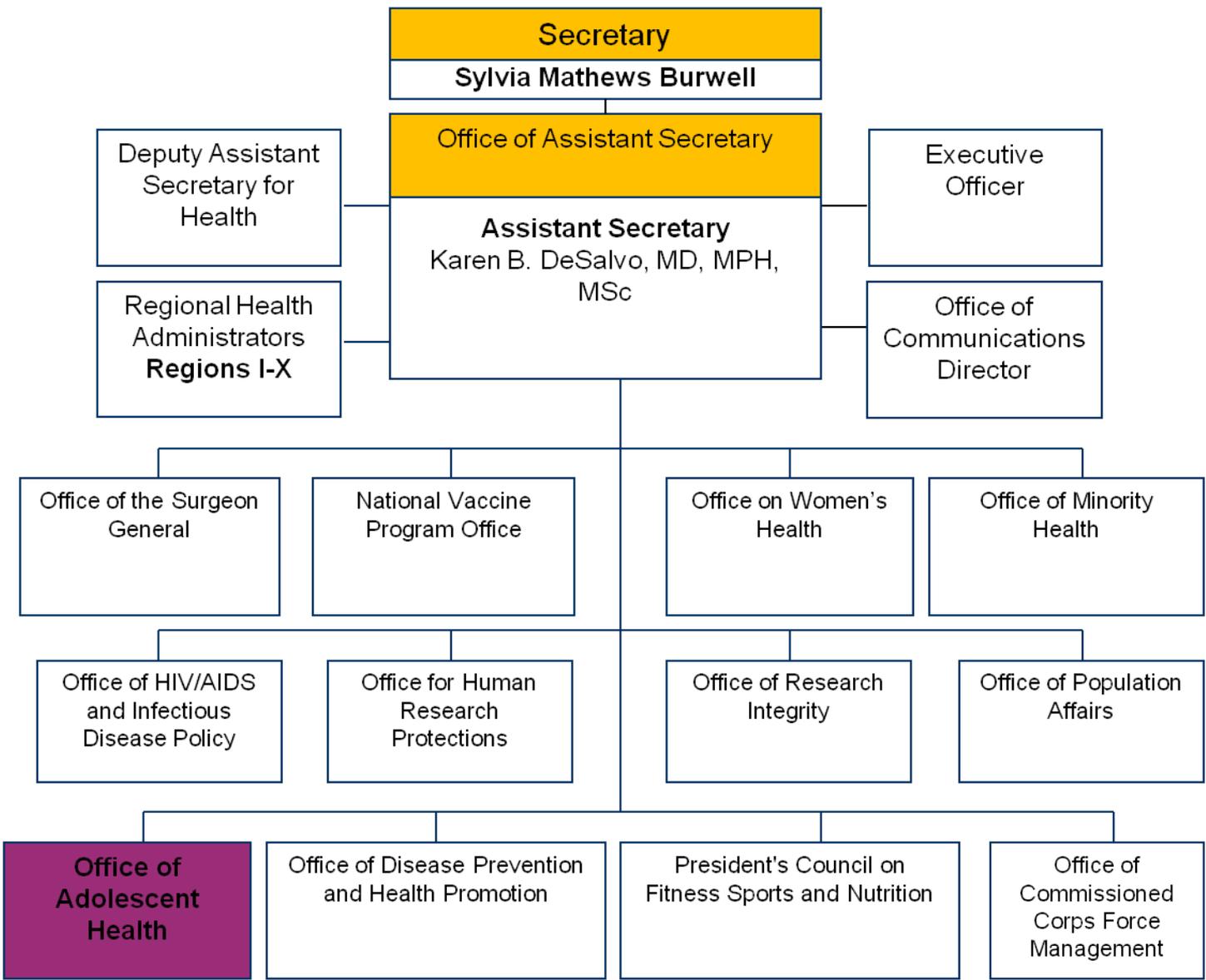
- Net-conference – Audio & Visual
 - 1-888-566-5780, passcode 3899321
- Listen-only mode
- Printing slides - printer icon on bottom right of screen
- Call materials posted to OAH website in 2-3 days
- Questions and Answers
 - Taking questions using the Q&A function on top of screen
 - Q&A period at the end of the TA call
 - Any questions not answered on today's call 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)



Overview of the OAH Teen Pregnancy Prevention Program

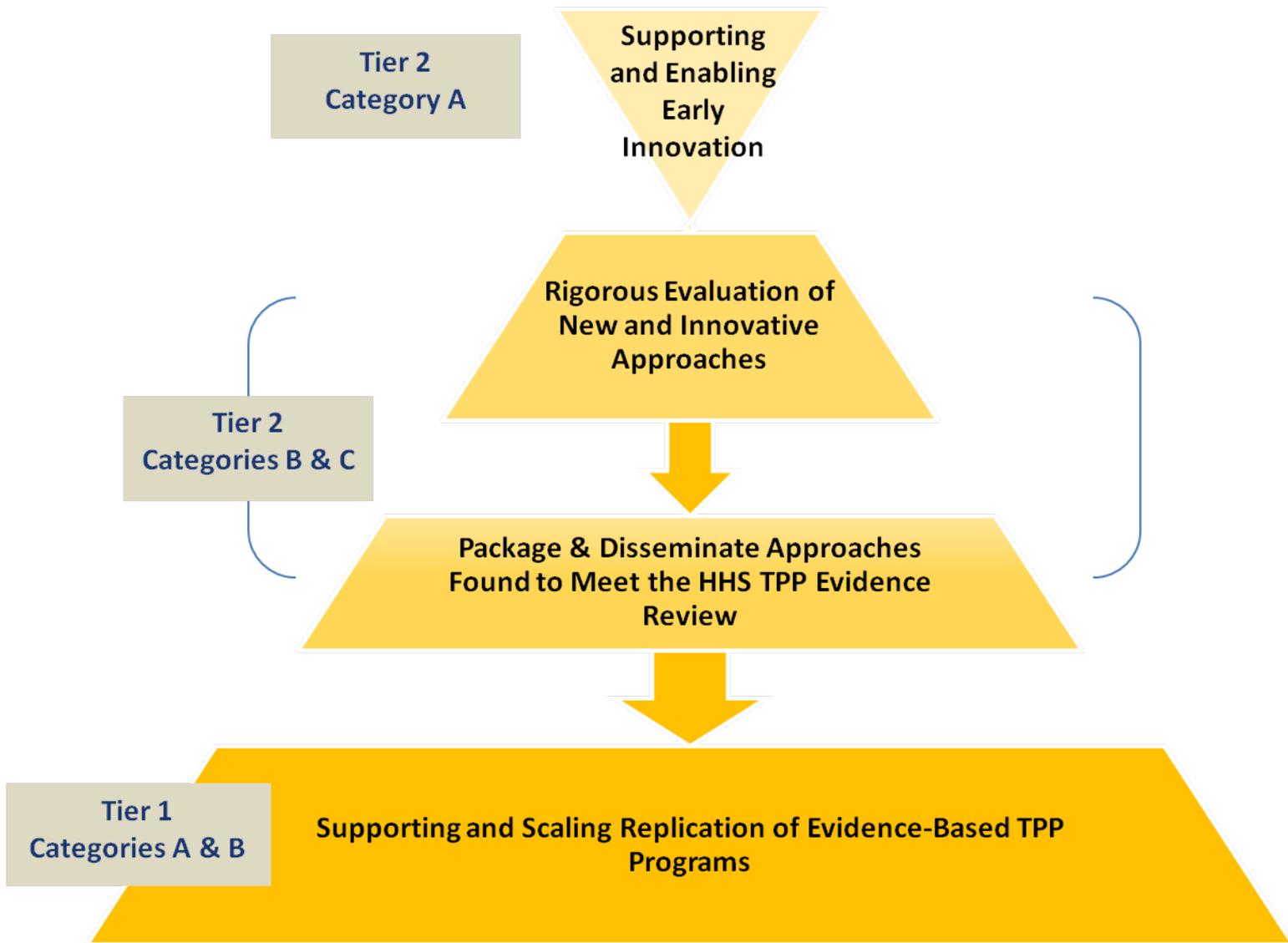
OAH Teen Pregnancy Prevention Program

- **Tier 1 – approx. \$70 million** for replication of program models proven effective through rigorous evaluation
- **Tier 2 – approx. \$24 million** for demonstration programs to develop and test additional models and innovative strategies
- **TPP Program Support (approx. \$7 million)**
 - Programmatic Training & Technical Assistance
 - Medical Accuracy Review
 - Performance Measures
 - Evaluation Training & Technical Assistance
 - Staffing and Overhead

FY2015 OAH TPP FOAs

FOA Title	Anticipated Total Annual Funding	Estimated # of Awards	Estimated Annual Award Amount	Due Date
Capacity Building to Support Replication of Evidence-Based TPP Programs (Tier 1A)	\$5 million	8	\$400,000 - \$750,000	April 1st
Replicating Evidence-Based TPP Programs to Scale in Communities with the Greatest Need (Tier 1B)	\$60 million	60	\$500,000 - \$2,000,000	April 1 st
Supporting and Enabling Early Innovation to Advance Adolescent Health and Prevent Teen Pregnancy (Tier 2A)	\$3 million	2	\$1,000,000 - \$1,500,000	April 10 th
Rigorous Evaluation of New or Innovative Approaches to Prevent Teen Pregnancy (Tier 2B)	\$18 million	20	\$400,000 - \$1,000,000	April 10 th
Effectiveness of TPP Programs Designed Specifically for Young Males (Tier 2C)	\$2 million	2-3	\$600,000 - \$1,000,000	March 3 rd

FY15 TPP FOAs- How They Fit Together





Introduction to:

***Capacity Building to Support
Replication of Evidence-Based TPP
Programs (Tier 1A) FOA***

**Before anything else –
Applicants should carefully read the
FOA in its entirety**

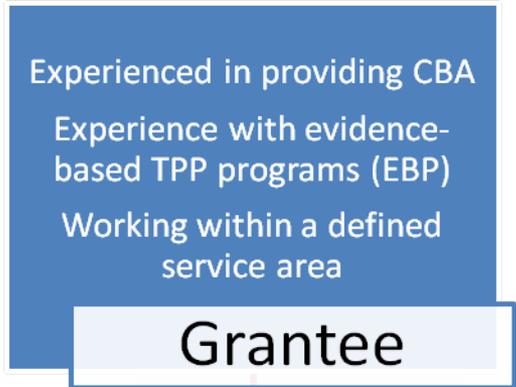
- To fund intermediary organizations that will provide Capacity Building Assistance (CBA) to at least 3 youth-serving organizations to replicate evidence-based TPP programs in a defined service area with demonstrated need.
- Through this funding opportunity, grantees will provide CBA to local organizations that have experience implementing programs for youth and are serving populations with demonstrated need for TPP programs, but have little experience with evidence-based TPP programs.

Defining Capacity Building Assistance

- The transmission of knowledge and building of skills to enhance the ability of organizations to implement, evaluate, and sustain evidence-based TPP programs
- Encompasses diverse strategies and approaches, including but not limited to, training, technical assistance, coaching, mentoring, and peer-to-peer support
- Can focus on:
 - **Organizational CBA** – building an organization’s capacity to develop and manage a TPP program
 - **Programmatic CBA** – building an organization’s capacity to implement an evidence-based TPP program

Example of Tier 1A

The goal of the FOA is to fund intermediary organizations who will provide CBA to enhance the ability of organizations to implement, evaluate, and sustain evidence-based TPP programs.



- The intent of this FOA is to target limited resources to areas in greatest need for preventing teen pregnancy and reducing disparities.
- Applicants must propose one defined service area to focus its CBA. The service area must be defined by clear geographic boundaries in order to assure that the number of youth served can be identified and teen pregnancy and/or teen birth rates can be monitored throughout the project.
- The service area may be county-level, city-level, state-level, or regional.

Who's Eligible to Apply?

- Nonprofit with or without 501C3 IRS status (other than institution of higher education)
- For-profit organizations (other than small business)
- Small, minority, and women-owned businesses
- Universities and colleges
- Research institutions
- Hospitals
- Community-based organizations
- Faith-based organizations
- Federally recognized or state-recognized American Indian/Alaska Native tribal governments
- American Indian/Alaska Native tribally designated organizations
- Alaska Native health corporations
- Urban Indian health organizations
- Tribal epidemiology centers
- State and local governments or their Bona Fide Agents (including the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Federal States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau)
- Political subdivisions of States (in consultation with States)



Expectations of Grantees

Overview of Grantee Expectations

- 1 – Define Area for Service
- 2 – Conduct a Needs Assessment
- 3 – Document Community Support
- 4 – Develop Plan for Selecting CBA Recipients
- 5 – Engage in a Planning and Readiness Period
- 6 – Provide CBA to At least 3 Youth-Serving Organizations
- 7 – Ensure Program Materials are Medically Accurate, Age Appropriate, Culturally and Linguistically Appropriate, and Inclusive of LGBTQ Youth
- 8 – Engage in Strategic Dissemination and Communication Activities
- 9 – Plan for Sustainability
- 10 – Collect and Report Performance Measure Data
- 11 – Evaluate the Implementation and Success of CBA

Expectation 1 – Define Area for Service

- Applicants must propose one defined service area to focus its CBA.
- The service area must be defined by clear geographic boundaries in order to assure that the number of youth served can be identified and teen pregnancy and/or teen birth rates can be monitored throughout the project.
- The service area may be county-level, city-level, state-level, or regional.
- The service area should not be narrowly focused at the neighborhood-level nor broadly focused at a national-level.
- Applicants must be able to document a teen birth rate in the defined service area that is above the current national average of 26.6 births for every 1,000 adolescent females ages 15-19, 2013.

Expectation 1 – Define Area for Service

- Applicants are expected to be located in, or have a significant existing investment in the service area.
- Applicants should also be able to demonstrate how the CBA infrastructure developed under this grant will continue to serve the defined service area after the grant ends.
- Applicant can serve no more than one defined service area.
- OAH does not anticipate funding more than one applicant to provide CBA in the same service area.

- The applicant should conduct a needs and resource assessment to identify the specific needs and resources available in the defined service area.
- The assessment should:
 - Identify needs of the service area
 - Identify areas of elevated need
 - Provide data on social determinants of health and co-occurring risk behaviors
 - Describe current available resources
 - Identify organizations within the service area implementing TPP or youth development programs
 - Identify gaps and needs unmet by current resources

- The applicant must document support from key stakeholders in the designated service area, including support from already selected and potential organizational partners.
- The application should include signed Letters of Commitment from key decision makers and potential partners in the identified service area.

- Grantees will be expected to provide CBA to at least three youth-serving organizations within the defined service area to replicate evidence-based TPP programs. As such, the applicant should describe how many organizations it plans to provide CBA to and how it plans to assess the CBA needs of each organization.
- Applicants may identify the youth-serving organizations that will receive CBA within the grant application, **OR**
- Grantees may select and identify youth-serving organizations selected to receive CBA after awards are made.

- The applicant should describe how CBA will be designed to best meet the needs of each organization.
- In addition, the applicant should describe the length of time that an organization will receive CBA and the amount of funding each organization will receive to support their efforts to replicate evidence-based TPP programs.

- Applicants may elect to work with the same organizations over the course of the five-year grant, **OR**
- Applicants may elect to work with organizations for a shorter period of time and initiate agreements with new organizations to receive CBA throughout the course of the grant.

... Either way, the narrative should clearly describe the rationale for the length of time designated as well as the plan for “exiting” a CBA recipient from the program.

Organizations selected to receive CBA should, at a minimum, be able to demonstrate:

- (1) experience implementing programs for youth,
- (2) experience serving youth and families in the designated service area,
- (3) commitment to replicating evidence-based TPP programs, and
- (4) need for CBA.

And finally, grantees will be expected to establish a formal, written Memorandum of Understanding (MOU) with each organization selected to receive CBA. The MOU should clearly outline the roles, responsibilities, and expectations of the applicant and the organization receiving CBA.

OAH holds grantees accountable for ensuring that all partners, including organizations receiving CBA, adhere to the terms and conditions of the grant award, as required by statute or regulation

Expectation 5 – Engage in a Planning Period

- Grantees will engage in a planning and readiness period of up to 6 months
- Planning period should be devoted to finalizing selection of organizations that will receive CBA, finalizing needs and resource assessment of service area, finalizing CBA plans and strategies, and otherwise ensuring readiness
- OAH expects grantees to begin providing CBA to selected organizations within 6 months of receiving funding

Expectation 6 – Provide CBA to Organizations

- Applicants are expected to provide CBA to at least 3 youth-serving organizations annually to assist them in replicating evidence-based TPP programs
- Priorities, content, and approach for CBA may differ across organizations
- All organizations receiving CBA are expected to use funds provided to begin implementation of at least one evidence-based TPP program within 12-15 months after the start of the grant

- The applicant should describe :
 - Its approach to providing CBA, including how many organizations will receive CBA each year
 - How CBA will be designed to enhance the ability of organizations to implement, evaluate, and sustain evidence-based TPP programs
 - How it will assess CBA needs and tailor CBA to best meet needs
 - Focus area and topics that will be addressed through CBA
 - Length of time CBA will be provided to each organization
 - Amount of funding that will be provided to each organization

- Evidence-based TPP programs eligible for replication under this FOA are those that meet the following criteria by the end of the grantee's planning and readiness period:
 - Identified as having evidence of effectiveness by the HHS TPP Evidence Review
 - Assessed by the HHS TPP Evidence Review as being implementation ready
- Currently 34 evidence-based TPP programs meet these criteria and are eligible for replication under this FOA
 - Information on the 34 eligible programs is included in **Appendix D**
 - Detailed information about each program is available on the OAH website

Expectation 7 – Review of Program Materials

- Grantees will ensure that all program materials are medically accurate, complete, and age appropriate, and should ensure that all materials are culturally and linguistically appropriate, and inclusive of LGBTQ
- Review of materials will occur prior to the use of any materials in the OAH-funded grant
 - Grantees will conduct an initial review of materials for medical accuracy prior to submitting to OAH for final review
 - Grantees will review materials for age appropriateness, cultural and linguistic appropriateness, and inclusivity using guidance and templates provided by OAH

- Grantees are expected to develop a strategic dissemination and communications plan to raise awareness of the program
- The plan should include:
 - A specific goal and objective(s) to guide all dissemination activities
 - Plans to regularly assess communication preferences of key stakeholders
 - Identification of strategies and diverse approaches for disseminating and communicating information

Expectation 9 - Sustainability Planning

- Applicants are expected to describe the approach or plan for sustaining the project after the period of Federal funding ends
- Grantees should design their program approach and plans with sustainability in mind from the very beginning
 - Describe how sustainability will be integrated into the earliest stages of program planning
 - Incorporate a specific objective(s) and activities focused on sustainability into the work plan
 - Begin implementing sustainability activities within 18 months of receiving funding
- OAH sustainability resources - http://www.hhs.gov/ash/oah/oah-initiatives/teen_pregnancy/training/sustainability.html.

- All grantees are expected to collect a common set of performance measures noted in **Appendix H** of the FOA
- Grantees will be responsible for collecting and reporting required performance measure data from all organizations that receive CBA
- Grantees will also be responsible for collecting and reporting required performance measure data on their own efforts regarding sustainability, partnerships, training, and dissemination.
- Performance measures will be reported on a semi-annual basis
- OAH will not grant any exceptions or waivers to this requirement

Expectation 11 - Evaluation

- Applicants are expected to propose a plan for evaluating the implementation and success of the CBA provided
- Grantees are expected to evaluate the process of selecting organizations to receive CBA, assessing organization needs, and providing CBA to meet each organization's needs. Grantees will develop an implementation evaluation report by the end of the five-year grant.
- Grantees are also expected to work with each organization that receives CBA to evaluate the success of the organization's efforts to replicate evidence-based TPP programs.



Application Responsiveness & Screening Criteria

- Applications must meet the application responsiveness criteria to be reviewed for consideration
- The applicant must demonstrate, in the Project Abstract, that it:
 - Plans to serve a designated service area that has a teen birth rate that is at least above the current national average for each community served (26.6 births for every 1,000 adolescent females ages 15-19, 2013)
 - Plans to provide CBA to at least 3 youth-serving organizations in the designated service area

Applications that fail to meet the screening criteria will not be reviewed and receive no further consideration:

- Applications submitted electronically via www.grants.gov by April 1, 2015
- Project Narrative section of the application must be double-spaced, on the equivalent of 8 ½ " x 11" inch page size, with 1" margins on all sides and font size not less than 12 points
- Project Narrative must not exceed 50 pages.
- Total application including Appendices must not exceed 100 pages
- Proposed budget does not exceed maximum indicated in Range of Awards
- Application meets the Application Responsiveness Criteria



Application Content

Application Content Overview

- Project Abstract Summary Form
- Project Narrative (no more than 50 pages)
 - Target Population & Need
 - Plan for Selecting Organizations to Receive CBA
 - Program Approach
 - Performance Measures & Evaluation
 - Capacity and Experience of the Applicant Organization
 - Project Management
- Appendices
 - Work plan, Logic Model, Signed MOUs, Letters of Commitment, Resumes/CVs, Job Descriptions, Organizational Chart
- Budget Narrative
 - Combined, multi-year Budget Narrative
 - Detailed Budget Narrative for each year
- Required Forms – SF-424, SF-424A, SF-424B, SF-LLL

- **Project Narrative – no more than 50 pages**
 - Does Not Include – Project Abstract Summary Form, Appendices, Budget Narrative, or Required Forms (SF-424, SF-424A, SF-424B, SF-LLL)
- **Appendices**
 - Counts toward the total number of allowed pages
- **Total Application – no more than 100 pages**
 - Includes - Project Narrative and Appendices
 - Does Not Include – Project Abstract Summary Form, Budget Narrative, or Required Forms (SF-424, SF-424A, SF-424B, SF-LLL)

- Double-spaced
- 8 ½ x 11 inch (letter-size) pages
- 1-inch or larger margins on top, bottom, and both sides
- At least 12 point font
- Use easily readable typeface (i.e., Times New Roman or Arial)
- All pages, charts, figures, and tables should be numbered
- Tables may be single spaced and use alternate fonts but must be easily readable

Applicants must complete the Project Abstract Summary form provided in the application package. The abstract will be used to provide reviewers with an overview of the application, and will form the basis for the application summary in grants management and program summary documents.

The project abstract must include:

- (1) identification of the designated service area and the teen birth rate for the designated service area and
- (2) a description of plans to provide CBA to at least 3 youth-serving organizations in the designated service area.

- The Project Narrative should provide a clear and concise description of your project. HHS/OASH recommends that your project narrative include the following components in the following order:
 - Target Population and Need
 - Plan for Selecting Organizations to Receive CBA
 - Program Approach
 - Performance Measures and Evaluation
 - Capacity and Experience of the Applicant Organization
 - Project Management
- Detailed information on what to include for each component is on pages 41-54 of the FOA

- 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

- The following budget restrictions apply:
 - No more than 10% of the total budget for evaluation activities, including the collection of performance measure data.
- Grantees will be encouraged to attend the following meetings and trainings and should include funds in the budget
 - One staff to an OAH-sponsored annual Project Director's Meeting
 - 2-3 staff to an OAH-sponsored annual Regional Training in years 2-4
 - 2-3 staff to the HHS Teen Pregnancy Prevention Conference every other year (2016, 2018, 2020)

- Cost sharing or matching funds are not required for this program
 - The applicant should describe any cost sharing or matching funds available and show how they will be used to support the program
- Although no statutory matching requirement for this FOA exists, leveraging other resources and related ongoing efforts to promote sustainability is strongly encouraged

- Work plan
- Logic Model
- Signed MOUs
- Letters of Commitment
- Resumes/CVs
- Job Descriptions
- Organizational Chart

- Applications must include a detailed five-year work plan
 - Concise, easy-to-read overview of goals, strategies, objectives, measures, activities, timeline
 - SMART objectives (specific, measureable, achievable, realistic, and time-framed)
 - Identify, for each activity, the person(s) responsible, timeline for completing activities, and measures of success
 - Example work plan templates included in **Appendix E**

- Applications must include a detailed logic model
 - Describes overall project, including inputs, activities, outputs, and outcomes
 - Example logic model template included in **Appendix F**

- Include Signed MOUs from Organizations Selected to Receive CBA
 - Any youth-serving organizations that have already been selected at the time of the application to receive CBA
 - Should clearly outline roles, responsibilities, and expectations of the applicant and the organization that will receive CBA

- Include Letters of Commitment from key decision makers in the designated service area
- Include the specific role and resources that will be provided, or activities that will be undertaken, in support of the applicant

Other required forms included as a part of the application package in grants.gov

- SF-424
- SF-424A
- SF-424b
- SF-LLL



Application Submission Instructions

- Available on grants.gov – <http://www.grants.gov>
- Search by FOA number (AH-TP1-15-001) or CFDA number (93.297)
- Carefully follow submission instructions on grants.gov
 - Required to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying
 - Must register in the System for Account Management (SAM) prior to submission – allow minimum of 5 days to complete registration
 - Must renew SAM registration each year
- Run into trouble – contact grants.gov

- Letter of Intent – February 1, 2015
 - tpptier1a@hhs.gov
 - Attn: OAH TPP Tier 1A FOA
 - 1101 Wootton Parkway, Suite 700, Rockville, MD 20852

- Application – April 1, 2015 by 5:00 pm ET
 - Electronic submission via Grants.gov
 - Applicants must receive a written exemption from the Director, OASH Office of Grants Management to submit any way other than electronically

- Must obtain written exemption from Director, HHS/OASH Office of Grants Management 2 business days in advance of deadline to submit application outside of grants.gov
- Exemption request
 - Submitted via email to OGM
 - Provide details why technologically unable to submit electronically
 - Submit request at least 4 business days prior to application deadline
 - Specific information of what to include in email request on page 2 of FOA



Review and Selection Criteria

- Criteria #1 - Target Population and Need (15 points)
- Criteria #2 - Plan for Selecting Organizations to Receive CBA (20 points)
- Criteria #3 - Program Approach (25 points)
- Criteria #4 - Performance Measures and Evaluation (10 points)
- Criteria #5 - Capacity of the Applicant (15 points)
- Criteria #6 - Project Management (10 points)
- Criteria #7 - Budget (5 points)

- Initial review to ensure application meets:-
 - Application Screening Criteria (FOA page 35)
 - Application Responsiveness Criteria (FOA page 34)
- Independent Review Panel
 - Comment and score based on Application Review Criteria (FOA pages 61-65)
- Federal staff review
 - Programmatic, budgetary, and grants management compliance
- Final award decisions by Director, OAH

- Official document notifying an applicant that an application has been approved for funding is the Notice of Award (NoA), approved by a Grants Management Officer at OASH OGM
- Grantees will receive an NoA via system notification from Grant Solutions and/or via email
- Include amount of money awarded, purposes of grant, length of project period, terms and conditions of grant award
- Anticipated Project Start Date – July 1, 2015



Application Tips

- Read the entire FOA and application kit BEFORE writing
- FOA is the primary guide for programmatic expectations
- Write the Project Abstract AFTER the entire narrative is complete
- Read the review criteria
- Read the application instructions
- Do NOT exceed the 50 page limit for the project narrative OR the total page limit of 100 pages for the full application
- Turn in application no later than 5pm ET on April 1, 2015
 - Allow time for any unforeseen difficulties with the on-line application process, etc.



Helpful Resources

- Link to FOA on grants.gov
- FAQs relevant to all TPP FOAs
- FAQs specific to each individual FOA
- Work plan & Logic Model template in Word
- TA Webinar Slides, Recording, and Transcript
- <http://www.hhs.gov/ash/oah/grants/open-grants.html>

Relevant Resources for Applicants

- Appendix C of the FOA include list of useful resources
 - Community Mobilization
 - Community Needs and Resource Assessment
 - Cultural and Linguistic Competence
 - Data on Adolescent Health and Teen Pregnancy
 - Evaluation
 - Evidence-Based TPP Programs
 - Fidelity and Adaptations
 - Getting to Outcomes (GTO)TM
 - Goals and Objectives
 - LGBTQ Youth and Inclusivity
 - Logic Models
 - Performance Measures
 - Piloting Programs
 - Positive Youth Development
 - Recruitment, Retention, and Engagement
 - Sustainability
 - Trauma-Informed Approach
 - Youth Friendly Clinical Services

- Detailed information on each evidence-based TPP program available by clicking on the name of the program
 - http://www.hhs.gov/ash/oah/oah-initiatives/teen_pregnancy/db/
 - <http://tppevidencereview.aspe.hhs.gov/EvidencePrograms.aspx>
- How to Select an Evidence-Based TPP Program e-learning module
 - <http://www.hhs.gov/ash/oah/resources-and-publications/learning/tpp-evidence-based/index.html>
- Organizational Capacity Assessment Tool
 - http://www.hhs.gov/ash/oah/oah-initiatives/teen_pregnancy/training/Assests/organizationalcapacity-assessment.pdf

- **How to Select an Evidence-Based TPP Program that Works for You**
Thursday, February 5, 2015 2:00-3:30 pm ET
- **The Importance of Assessing Organizational Capacity When Selecting and Implementing an EBP**
Thursday, February 26, 2015 2:00-3:00 pm ET
- More information about each webinar is available on the OAH website
 - <http://www.hhs.gov/ash/oah/resources-and-publications/webinars.html>



Questions?

For questions about programmatic requirements:

- Contact the Office of Adolescent Health
 - Email - tpptier1a@hhs.gov
 - Phone - (240) 453-2846

For questions about administrative and budgetary requirements:

- Contact Eric West in the Office of Grants Management
 - Email - eric.west@hhs.gov
 - Phone – (240) 453-8822



Thank you!