



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 4, 2013

- Review the Pregnancy Assistance Fund Announcement: Support for Expectant and Parenting Teens ,Women, Fathers, and their Families
- **Will not be answering questions specific to individual applications**

Key Highlights

- Four year project period is 4 years; grant awards range from \$500,000 to \$1.5 million
- Language was revised to “expectant and parenting teens, women, fathers, and their families” instead of “pregnant and parenting teens and women”
- Clarification that all services provided should be evidence-based or evidence-informed and culturally and linguistically appropriate
- Development of a sustainability plan
- Collection of a common set of performance measures
- Allows for grantee level evaluation and includes plans for Federal evaluation

- Category specific highlights:
 - Category 1 – expectant and parenting students of **any age**, who are enrolled in an IHE
 - Category 2 – expectant and parenting teens, **young** women, and their families (technically women of any age are eligible for services under this category, but OAH is requesting applications focused on teens & young women)
 - Category 3 – a female of any age who is pregnant on the date on which she becomes a victim of violence is eligible; category 3 applications **must** be in partnership with the State Attorney General’s office and **must** include a Memorandum of Understanding or letter of Commitment for the Attorney General
 - Category 1 and 2 - Better clarification of the types of services that can be provided in Categories 1 and 2

- Evidence-Based Program
 - A program that has (i) demonstrated impacts on key outcomes through-rigorous research and evaluation, and (ii) been identified through a systematic independent review that considers both study design (RCT or QED) and the quality of the research study conducted.
- Evidence-Informed Program
 - Includes new or emerging programs that are **theory-based** and have been implemented previously, even on a limited scale or in a limited setting, and yielded promising results.

- Consolidated Appropriations Act of 2010 provided funds for the establishment of the OAH
 - Implement and administer a new grant program to support evidence-based teen pregnancy prevention approaches
 - Implement the Pregnancy Assistance Fund from the Patient Protection and Affordable Care Act, 2010
 - Coordinate adolescent health programs and initiatives across the U.S. Department of Health and Human Services

- Official signatory for obligating federal grant funds
- Official signatory for all grant business
- Monitors all business/financial transactions on grants for compliance with Federal Grants Regulations and HHS Policies

- 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 \$24,000,000
- Anticipated Number of Awards: Up to 32
- Period of Performance: Not to exceed 4 years
- Range of Awards: \$500,000 - \$1,500,000 annually
- Anticipated Start Date: July 1, 2013
- Budget Period length: 12 months
- Type of Award: Grant
- Eligible Applicants: States (including the District of Columbia), US Territories, and tribes, and reservations
 - **Amended wording**: Any State, which includes the District of Columbia, any commonwealth possession or other territory of the United States, and **any Federally-recognized** Indian tribe, reservation or **Consortium or Council** (hereafter referred to as “States or tribes”)

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 - **Amended wording:** Any State, which includes the District of Columbia, any commonwealth possession or other territory of the United States, and **any Federally-recognized** Indian tribe, reservation or **Consortium or Council** (hereafter referred to as “States or tribes”)
- A signed letter from the authorized State representative or tribe must accompany the application.
 - Should include documentation establishing the authorized representative’s authority to apply for and administer the grant funds on behalf of the State or tribe.
- Each State or tribe is allowed only one eligible application for submission

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** – Expectant and parenting **students** of **any age** enrolled in an eligible IHE, and their families
- **Category 2** – Expectant and parenting **teens**, expectant and parenting **young** women and men, and their families.
- **Category 3** – A female of **any age** who is pregnant on the date on which she becomes a victim of domestic violence, sexual violence, sexual assault, or stalking, or who was pregnant during the one-year period before such date.
- **Category 4** – Desire applications that aim to increase public awareness and education of services provided in categories 1, 2, or 3.

Providing Support for Expectant and Parenting Student in Institutions of Higher Education

- Establish, maintain, or operate expectant and parenting student services at eligible institutions of higher education
 - Particularly interested in partnerships with IHEs that demonstrate greatest need for services in terms of numbers of expectant and parenting students
- Must supplement, not supplant, existing funding for such services
- Propose strong linkages and referrals with existing service providers
- A 25 percent cash or in-kind match required for the IHE

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

- Establish, maintain or operate expectant and parenting services to eligible high schools and community service centers that serve eligible youth
- High Schools and Community Service Centers may operate in the same general manner and in accordance with all conditions and requirements described for Institutions of Higher Education, except that the 25 percent matching requirement **does not** apply
 - Community service centers funded under this FOA may serve out of school youth

- Conduct needs and resource assessment to assess:
 - Inclusion of maternity coverage and availability of riders for family members in student healthcare
 - Family housing
 - Child care
 - Flexible or alternative academic scheduling
 - Education to improve parenting skills
 - Basic needs (ie. food, clothing, furniture, etc.)
 - Post-partum counseling
 - Eligibility for health coverage under federal and state programs
 - Health literacy
 - Education completion and attainment
 - Healthy relationships
 - Trauma and/or violence
 - Job training
 - Financial literacy

- 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

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

- Make funding available to the State Attorney General to assist statewide offices in providing services for an eligible pregnant women.

Category 3 Expectations

- Intervention services – including 24-hour hotline for police protection and referrals to shelters
- Accompaniment services – including assisting, representing, and accompanying a woman in seeking judicial relief and in filing criminal charges
- Supportive social services – including transitional and permanent housing, vocational counseling, mental health services, and individual and group counseling

- Technical assistance and training related to violence against pregnant women
 - The identification of eligible pregnant women experiencing domestic violence, sexual violence, sexual assault, or stalking;
 - The assessment of the immediate and short-term safety of such a pregnant woman, the evaluation of the impact of the violence or stalking on the pregnant woman's health, and the assistance of the pregnant woman in developing a plan aimed at preventing further domestic violence, sexual violence, sexual assault, or stalking;
 - The maintenance of complete medical or forensic records that include the documentation of any examination, treatment given, and referrals made, recording the location and nature of the pregnant woman's injuries, and the establishment of mechanisms to ensure the privacy and confidentiality of those medical records; and
 - The identification and referral of the pregnant woman to appropriate public and private nonprofit entities that provide intervention services, accompaniment, and supportive social services.

Increasing Public Awareness and Education Services

- Increase public awareness and education concerning any services or resources available to expectant and parenting teens, women, fathers, and their families
 - Efforts should assist in learning about available benefits and support services in the community and assist with accessing such services
- Leverage existing public awareness and educational activities
- May include development of user friendly websites and new media tools

- Institutions of Higher Education receiving funding under Category 1 are required to provide a match from non-federal funds in the amount of 25 percent of the amount of funding provided
- 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
- All applicants in Category 3 funding must include a partnership with the State Attorney General or functional equivalent for tribes and include a Memorandum of Understanding or Letter of Commitment from those entities

- Phased In Implementation
- Collaboration
- Medical Accuracy
- Performance Measures
- Report to the State or Tribe
- Grantee Evaluation
- Federal Evaluation of PAF Programs
- Sustainability Planning

- Six-month Phased in Implementation
 - Continue to assess needs and resources
 - Finalize goals, objects, and logical model
 - Build organizational capacity
 - Secure, enhance, and expand partnerships
 - Engage in strategic planning

- Establish strong collaborations and partnerships across State, local, and tribal entities to ensure the availability and success of wrap-around services for the target population.
- Expect strong partnerships to be developed for program implementation purposes and to ensure that programs are most effectively responding to the needs of the population.

- Funded recipients are expected to ensure that materials used in any activities funded under this announcement are medically accurate and complete.
- “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.

- All funded recipients will be expected to collect and report on a common set of performance measures.
 - Participant demographics (age, gender, race, ethnicity)
 - Output measures (number of participants served, services and referrals provided)
 - Implementation and capacity building (trainings, community partnerships, public awareness strategies)
 - Outcome measures (education attainment, birth spacing, repeat teen pregnancy)
- Grantees may identify and require additional performance measures specific to the program intended outcomes.

- 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 for expectant and parenting teens, women, fathers, and their families
 - A review and evaluation of the performance of the organization in fulfilling the program requirements, including a report on the required performance measures
 - A description of the achievement of the organization in meeting the needs of expectant and parenting teens, women, fathers, and their families, and the frequency of use of the program by the target population.

- Grantees may propose to evaluate their programs and disseminate the evaluation results
- Grantee may spend no more than 10% of awarded funds on evaluation
- The 10% budget limit does not include funds to collect the required performance measures
- Grantees conducting an evaluation are expected to consult with OAH on the evaluation design and implementation
- Applicants interested in participating in a rigorous impact evaluation should demonstrate why they should be candidates in the federal evaluation

- OAH plans to conduct a federal evaluation of the Pregnancy Assistance Fund
- OAH will partner with an independent research firm to conduct this evaluation
- OAH will select 2 to 3 PAF-funded programs to undergo rigorous implementation and impact evaluation in order to determine the effectiveness of the selected programs
- All PAF grantees will be considered for inclusion in the Federal evaluation of PAF Program

- OAH expects grantees to develop a sustainability plan within 12 – 18 months of receiving funding
- Implement strategies focused on sustaining the program each year
- Grantee are encourage to develop a sustainability plan with their 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 or evidence-informed and culturally and linguistically appropriate

- 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 in these services for expectant and parenting students and their children.
- Demonstrate collaboration among relevant State agencies and leverage other resources or links to existing support services

- Summary/Abstract (no more than 500 words)
- Project Narrative (35 page limit)
 - Need Statement
 - Organizational capacity
 - Project management
 - Goal(s), objectives, and logic model
 - Proposed intervention
 - Work plan
 - Stakeholder organizations and partners
 - Budget narrative
 - Required forms
- Additional Application Content (not part of the Narrative)

- Summary/Abstract should be clear, accurate, and concise so that it can be understood without reference to other parts of the application. (No more than 500 words)

- Summary/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

- Needs Statement
- Organizational Capability
- Project Management
- Goals, Objectives, and Logic Model
- Work Plan
- Stakeholder Organizations and Partners
- Performance Measures
- Evaluation
- Capacity to Participate in the Federal Evaluation'

- Describe the needs of expectant and parenting teens, women, fathers, and their families in the target institution/community and how the program will benefit the target population
- Describe the analysis or needs assessments that were completed to identify the specific target populations and/or geographic areas and their needs
- Include a brief description of existing programs that address the issues and gaps
- Demonstrate that the applicant has assessed how best to use the funds to focus on serving those with the greatest need and underserved

- Describe the organizational structure
- Include information about personnel, time and facilities
- Describe the organization's experience, expertise, and previous accomplishments in working with the target population
- Describe available resources and organizational capacity to manage and implement the project
- Describe key staff and their roles
- Include curriculum vitae for key personal in the Appendices

- Describe the project management and partner monitoring plan, including a clear delineation of the roles of key staff, sub-awardees, and partners
- Sub-awardees do not need to be identified at the time of the application, but the applicant should describe the criteria it will establish in making sub-awards and how they will be monitored
- Describe how the project will ensure program integrity, including a description of the steps that will be taken to ensure that the grantee funds are used effectively and efficiently
- Describe available resources and organizational capacity to manage and implement the project
- OAH expects that, the grantee Project Director will have involvement in, and substantial knowledge about all aspects of the project.

- Describe the project's goal(s) and major objectives
- Goal statements should be directly supported by related outcome objectives that are SMART objectives:
 - **S** – Specific
 - **M** – Measurable
 - **A** – Achievable
 - **R** – Realistic
 - **T** – Time-framed
- Describe the proposed project through a detailed logic model
- Measures of program outcomes should be tied to the performance measures
- Indicate plans for future programmatic strategic planning to further engage key partners and ensure a seamless network of services

- Provide a clear and concise description of the program(s) activities and services being proposed and describe the approach to be implemented
- Describe how grant funds will be used and which category(ies) will be addressed
- Describe the activities to be undertaken
- Explain the rationale for using a particular intervention
- Present detailed information for how all category-specific and cross-category specific expectations will be addressed

- Clarify why the specific activities were selected
- Note any barriers anticipated and how the project will be able to overcome the barriers
- If applicable, demonstrate how the various activities from different categories will be integrated with one another to provide comprehensive, wraparound service
- Describe how the proposed programs are evidence-based or evidence-informed and culturally and linguistically appropriate
- Describe how the applicant will ensure that all program materials are medically accurate

- Include a statement of the project overall goal, anticipated outcome(s), key objectives, and major tasks
- Identify timeframes (including start and end dates)
- Lead person responsible for completing the task
- Six-month phase-in period
- Activities focused on developing a sustainability plan (first 12 to 18 months)
- Training to support program staff with implementation

- Describe how the applicant will involve others including:
 - Service recipients
 - Existing health, education, and social service providers
 - Institutions of higher education
 - High schools
 - Community service centers, and/or
 - State Attorneys General Offices
- Include clear roles and responsibilities for each partner
- Include signed Memorandum of Understanding or Letters of Commitment for all partnering organizations

- 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
 - Curriculum vitae for key personnel
 - Organizational structure
 - Examples of organizational capabilities or other supplemental information
 - Appendices are for supportive information only and should be clearly labeled
 - **Brochures and bound material should not be submitted**

Memoranda of Understanding or Letters of Commitment

- Memoranda of Understanding (MOUs) or Letters of Commitment
- Signed MOUs or letters of commitment ***must detail*** the specific role and resources that will be provided, or activities undertaken
- Documents must demonstrate current commitment from the partners to this specific project being proposed
- Organization's expertise, experience, and access to the targeted population(s) should also be described in the letter of commitment.

- Budgeting
 - Combined multi-year budget narrative/justification
 - Detailed first year budget narrative/justification
 - Sub-awardee or primary partners
 - Matching funds, if appropriate
 - Conference /Meeting attendance
 - Annual Conference August 2013 and 2015 (2-day, 3 staff)
 - Project Directors meeting 2014 and 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

- A combined multi-year Budget Narrative/Justification covering the full project period is requested as well as a detailed itemized Budget Narrative/Justification **for the first year of grant funding is required.**
- It should thoroughly describe how the proposed costs are derived:
 - Breakdown each line item and provide an explanation of the costs. Personnel cost must include full name, salary per person and percent of time devoted by each person on grant
 - There's no standard format, but budgetary information should flow similar to the SF 424a from beginning to end by each cost category

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.
- Separate the Federal from the Non-federal - Match 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.
- Salary Limitations in accordance with the Consolidated Appropriations Act, 2012



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)

Receipt Deadlines

- **Non-binding Letters of Intent are due March 15, 2013 by 5 p.m. ET.**
- **Electronic application submission – Must be submitted no later than 5:00pm Eastern Time on April 10, 2013, via www.grants.gov unless a waiver has been granted.**
- **Paper submission – Only after obtaining written exception 48 hours in advance of due date from the Director, HHS/OASH Office of Grants Management**

Electronic Submissions

- ❑ 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

Electronic Submissions

- ❑ Applications will not be considered valid until all electronic application components are received according to the deadlines as discussed.
- ❑ Applications that do not adhere to the due date requirements will be considered late and will be deemed ineligible.
- ❑ To ensure adequate time to successfully submit the application we recommend applicants register immediately in Grants.gov since the registration process can take up to one month.
- ❑ Do not wait until the last day in the event you encounter technical difficulties, either on your end or with Grants.gov.

Application Tracking Form

- 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.
- All applications submitted via the Grants.gov will be validated by Grants.gov.
- Validation may take up to 2 business days.
- You will receive a notice via email once validated

- Applications will be reviewed to determine whether they meet the following responsiveness criteria. Those that do not will be administratively eliminated from the competition and will not be reviewed.
- All eligible applicants must include a **letter from the Authorized Representative stating the applicant is authorized to apply on behalf of the specified State or tribe.**

- **Only one application per State or tribe is allowed. If more than one application is submitted from an individual State or tribe, all applications from that entity will be deemed unresponsive and will not be reviewed for funding competition.**
- All applicants for category 3 funding must include a partnership with the State Attorney General or functional equivalent for tribes to assist in providing services for pregnant women who are victims of domestic violence, sexual violence, sexual assault, and stalking. Applicants requesting funding for category 3 must include a Memorandum of Understanding (MOUs) or Letter of Commitment from the State Attorney General or functional equivalent for tribes in their application.

- Applications will be screened and any application that fails to meet the screening criteria described below will **not** be reviewed and will receive **no** further consideration.
 - Applications must be submitted electronically (unless a waiver has been granted) by **5:00pm (Eastern Time) on April 10, 2013**
 - 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)

- Each applicant will be notified by letter of the final outcome.
- The official document notifying an applicant that a project application has been approved for funding is the Notice of Award (NOA)
- The NOA specifies to the grantee:
 - Amount of money awarded
 - Purpose of the grant,
 - Anticipated length of the project period
 - Terms and conditions
 - Amount of funding to be contributed by the grantee, if applicable

- Today's presentation will be posted on the OAH website for your reference
- A transcription will also be part of the posting
- A question and answer list will be available as well.

Agency Contacts

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Questions?