

NWX-OS-OGC-RKVL

Moderator: Victor Medrano
March 4, 2013
1:00 pm CT

Coordinator: Welcome and thank you for standing by. At this time all participants are in a listen-only mode. During the question and answer session please press star 1 on your touchtone phone.

Today's conference is being recorded. If you have any objections you may disconnect at this time. Now I will turn the meeting over to Mr. Victor Medrano. You may begin.

Victor Medrano: Thank you (Vicki) and to everyone. Again, my name is Victor Medrano and I'm with the Office of Adolescent Health. And on behalf of the Office, I would like to welcome each of you to our Webinar.

All of us here at OAH are very excited about our new funding opportunity announcement, and eager to share with you details of the announcement.

I've asked the Director of the Office of Adolescent Health, Evelyn Kappeler, to share a few opening remarks. Evelyn...

Evelyn Kappeler: Good afternoon. I'm Evelyn Kappeler, the Director of the Office of Adolescent Health at the U.S. Department of Health and Human Services, and I want to welcome you to this Technical Assistance Webinar for the 2013 Pregnancy Assistance Fund Grant Program announcement.

Through the Affordable Care Act the Office of Adolescent Health administers the Pregnancy Assistance Fund, a competitive grant program to provide funds to states and tribes to develop and implement programs to improve the educational health and social outcomes for expectant and parenting teens, women, fathers, and their families.

During the call today we're going to provide an overview of the announcement which is intended to familiarize you with the program and the application requirements, as well as the funding process.

We'll be taking questions at the end of the Webinar, so I suggest if you have specific questions, please jot them down as we move through the presentation.

I also want to let you know that the Webinar will be recorded, and at some point soon, will be posted on the Office of Adolescent Health Web site.

I'd like to introduce our speakers today. Our first speaker is Mr. Victor Medrano, the Acting Division Director for the Division of Program Development and Operations here in the Office of Adolescent Health. And he's going to be discussing the program issues related to the application process.

Our second speaker is Mr. Roscoe Brunson. He is a Senior Grants Management Specialist in the Office of Grants Management, and he'll be

speaking about the administrative and budgetary requirements for the funding announcement.

So at this point I'll turn the call back over to Victor. Thank you.

Victor Medrano: Thank you Evelyn. I would also like to acknowledge that there are several OAH staff members who are participating either in another office or away from the office, as they too are very interested and support the efforts of the program as a whole.

Today's Webinar is designed to provide you with technical assistance on OAH's Pregnancy Assistance Fund announcement, support for expectant and parenting teens, women, fathers, and their families. We are so glad that you could join us today.

We will be taking questions at the end of the presentation and as Evelyn mentioned, please jot down your questions so that you don't forget them. There will be a lot of information that is conveyed today.

The operator will assist us in fielding the calls at the end. Should we not have time for all your questions, please submit your questions in writing to the appropriate agency contact and we will respond as soon as possible.

There will be a slide at the end with the agency contracts, and you can also find that information in the funding announcement on Page 58.

We're going to spend the next hour or so and probably a little bit longer because of your questions, reviewing the current funding opportunity announcement, discussing the funding categories, eligibility requirements, and reviewing how to apply for the funds.

Please note that we will not be -- excuse me -- please note that we will not be available to answer questions that are specific to individual applications.

The purpose of today's call is to review the Pregnancy Assistance Fund announcement, support for expectant parenting teens, women, fathers and their families.

Again, we will not be discussing questions or responding to questions to individual applications.

The Office of Adolescent Health has made some key changes in this funding announcement from the previous one.

Before providing you detailed information on the current funding announcement, I would like to share with you some of the important highlights of the changes that have been made.

First, this is a four year - this is a four project period year. The grant award ranges from \$500,000 to \$1.5 million.

The language was revised to expectant and parenting teens, women, fathers, and families instead of pregnant and parenting teens and women, and this change was done to ensure the program efforts are serving both men and women.

Clarification that all services provided should be evidence based or evidence informed and culturally and linguistically appropriate. I will expand on evidence based and evidence informed programs shortly.

Additionally, there is a component within the funding announcement for the development of a sustainability plan. Additionally, the collection of a common set of performance measures, and also the funding announcement allows for grantee level evaluation and includes plans for federal evaluations. I will expand on several of these key highlights during the presentation.

I'd like to share with you some of the key highlights by category. In Category 1 you will note that expectant and parenting students of any age who are enrolled in institutions of higher education are eligible.

In 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 and young women due to the high rates of unplanned pregnancy compared to older women.

In Category 3 a female of any age who is pregnant on the date in which she becomes a victim of violence is eligible.

Category 3 applicants or applications must be in partnership with the State Attorney General's Office and must include a memorandum of understanding or a Letter of Commitment from the Attorney General.

For Categories 1 and 2 we provided better clarification on the types of services that can be provided. And I will highlight and cover those when I address each of the categories more in-depth.

Another key highlight is the emphasis placed on evidence based programs as well as evidence informed programs. So I would like to provide you a little bit

of guidance on each of those so that there is clarity in terms of the importance of each one and how they play out within the program announcement.

Evidence based programs are those that have demonstrated impacts on key outcomes throughout rigorous research and evaluation and have been identified through a systematic, independent review that considers both study design and the quality of the research study conducted.

Examples include evidence based programs identified by HHS to prevent teen pregnancy prevention that can be found on our Web site.

In addition, evidence based home visiting programs that target families with pregnant women and children from birth to age 5, those can be found at <http://homvee.acs.hhs.gov>, and SAMHSA's national registry on evidence based programs and practices.

I encourage you to review or visit each of the sites to review some of the evidence based programs that are highlighted in each one of those sites.

In terms of evidence informed programs, these programs include 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.

For all proposed evidence informed programs, applicants should include a description of the theory and evidence supporting the program. Given the limited availability of evidence based programs involving expectant and parenting men, OAH encourages the use of evidence informed program to identify and test promising strategies -- excuse me -- including fathers.

Culturally and linguistic appropriate services are respectful or responsive to the culture and linguistic needs of the individuals served.

I would like to provide you with a very brief update on the Office of Adolescent Health. It was established through the Consolidated Appropriations Act of 2010.

In the spring of that year OAH released two funding opportunity announcements through the Teen Pregnancy Prevention Program.

Currently OAH funds 94 grantees across the country for teen pregnancy prevention efforts. OAH was also charged with implementing and administering the Pregnancy Assistance Fund which is this funding stream, to provide supported services for expectant and parenting teens, women, fathers, and their families through a competitive state based grant program. Over the past three years OAH has funded 17 grantees.

Additionally, OAH was charged with coordinating services and initiatives on adolescent health programs across the Department of Health and Human Services.

A key partner of OAH in administering these funding opportunity programs is the Office of Grants Management. We have already introduced Mr. Roscoe Brunson, but I want to share with you that the Office of Grants Management oversees several aspects pertaining to federal grant funds, including official signatory grant business, and the monitoring of all business and financial transactions.

Mr. Brunson will cover each of these areas as well as others, in his presentation a little bit further down the line.

The Pregnancy Assistance Fund legislation authorized \$25 million each year for ten years from 2010 to 2019 to support programs to states and tribes in support of expectant and parenting teens, women, fathers and their families.

The first round of funding was for three years - the current funding announcement in August of this year.

In this slide for your easy reference are particulars of the award information. The expected funds available for competition, is up to \$24 million.

The anticipated number of awards that OAH expects is up to 32. The period of performance is not to exceed four years and is based upon the availability of funds.

Range of awards are from \$500,000 to \$1.5 million annually. The anticipated start date of this particular grant is July 1, of 2013, and the budget period length is for 12 months.

The type of award is a grant, and the eligible applicants as stated in the FOA is states including the District of Columbia, U.S. territories and tribes and reservations.

However, we will be amending the wording of the eligible applicants and it will read, 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 a consortium or council thereafter referred to as states or tribes.

This amendment - the amendment to the FOA will be posted on grants.gov very soon, however this will not affect the due date of the letters of intent or the application itself.

In addition, some additional information regarding the eligibility information, and I have already covered the first bullet there in terms of who is eligible. And I've covered the amendment to the wording that will be posted on grants.gov shortly.

However, I would mention a couple of more points is that a signed letter from the authorized state representative or tribe must accompany the application, and it should include documentation establishing the authority - the authorized representative's authority to apply for and administer the grant funds on behalf of the state or tribe.

And a key important critical note is that only one application from a state or tribe or a consortium or council is authorized or will be allowed under this FOA. It is up to the individual state or tribe to determine who is the authorized representative who should apply.

The funding opportunity announcement closely mirrors the Pregnancy Assistance Fund legislation. The legislation is very clear and detailed on the purpose and the four program categories.

Based upon the legislation, the FOA -- the funding opportunity announcement -- described that states may propose to use the grant funds to implement program activities in one or more of the following categories.

Category 1 - providing support for expectant and parenting students in institutions of higher education.

Category 2 - providing support for expectant and parenting teens, women, fathers, and their families in high schools and community center - community service centers.

Category 3 - improving services for pregnant women who are victims of domestic violence, sexual violence, sexual assault, and stalking.

Category 4 - increased public awareness and education of services available for expectant and parenting teens, women, fathers, and their families.

I will provide more detail on each of these categories in the next several slides.

I'd like to touch upon or provide a little bit of clarity in terms of the target populations for Categories 1, 2, and 3, and also interject a little bit about Category 4.

In Category 1, expectant and parenting students of any age who are enrolled in an institution of higher education are eligible.

In Category 2, expectant and parenting teens which equates to the high school age, expectant and parenting young women and their families, typically women of any age, or technically women of any age are eligible for services under Category 2. However, OAH is requesting applications focused on teens and young women due to the high rates in this population of unplanned pregnancy compared to older women.

Please keep in mind the programmatic efforts in Categories 1 and 2 include expectant fathers as well as parenting fathers.

Category 3 - a female of any age who is pregnant on the date on which she becomes a victim of violence or who is pregnant during one year period before such date is eligible.

Applicants in Category 3 must partner with the Attorney General's Office and must include a Memorandum of Understanding or a Letter of Commitment from the Attorney General.

Category 4 - OAH desires applications in Category 4 that aim to increase public awareness in education services provided in Categories 1, 2, and 3.

So let's look a little bit more closely at each of the categories. In Category 1 again, which is providing support for expectant and parenting students in institutions of higher education, applicants must make funds available to eligible institutions of higher education to establish, maintain, or operate services for expectant and parenting students and their families.

Of particular interest are partnerships with institutions of higher education that demonstrate the greatest need for services defined in terms of the number of expectant and parenting students.

Additionally, funds provided must supplement and not supplant existing funds for such services, and projects should propose strong linkage and referrals with existing service providers.

And finally, a 25% cash or in-kind match is required for institutions of higher education receiving funding.

I would also mention that all educational programs and activities funded through Categories 1 and 2 are required to comply with the requirements of Title IX of the Education Amendment of 1972 - Title IX, 20 U.S.C. 1681, as well as with the HHS regulations at F 45 CFR Part 86 which prohibits discrimination on the basis of gender in education programs and activities receiving federal financial assistance.

Category 2 - providing support for expectant and parenting teens, women, fathers, and their families at high school and community service centers. OAH encourages applications that serve both pregnant teens and women and expectant and parenting fathers.

In this category recipients should establish, maintain, or operate expectant and parenting services to eligible high school and community service centers that serve eligible young.

High school and community service centers may operate in the same general manager and in accordance with all the conditions and requirements described for institutions of higher education except that the 25% matching requirement does not apply. Also, community service centers funded under this FOA may serve out of school youth.

Additionally, although all expectant and parenting women and men are eligible for services in this category, given the availability of resources, OAH requests applications that target activities to serve expectant and parenting teens, expectant and parenting young women, and men, and their families.

This is a group with particularly high rates of unplanned pregnancy for whom program services can assist with helping them complete high school or post secondary degrees.

I'd also like to cover some very - several specific grantee expectations for Categories 1 and 2.

The first of those expectations is to conduct a needs and resources assessment of the following areas in order to provide needed services. And as you can see, there is an extensive list ranging from family housing, basic needs such as food, clothing, furniture; to healthy relationships, to financial literacy.

Each of these is listed in the FOA and I encourage you to look at each one of them as you begin to conduct needs and resources assessments.

Additionally, some additional expectations for Categories 1 and 2 are to identify quality, 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 that have been identified.

Establish formal and informal partnerships to provide referrals for direct services for parental care and delivery, infant care, foster care, adoption, postnatal care, healthcare, and mental health services, and early childhood programs.

And, to conduct an annual assessment on the performance of partners in meetings the needs of the target population.

For Category 3, improving services for pregnant women who are victims of domestic violence and sexual violence, and sexual assault and stalking, a state or tribe may provide funding to its State Attorney General's Office or a

functional equivalent for tribes to assist statewide offices in providing services for eligible pregnant women defined as 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.

A Memorandum of Understanding or Letter of Commitment must be established with the State Attorney General's Office and submitted with the application.

Category 3 expectations - the following is a listing of the four service areas in terms of expectations for Category 3.

That is the intervention services including 24 hour hotline for police protection or referral to shelters, accompaniment services including assisting, representing, and accompanying a woman in seeking judicial review and in filing criminal charges, supportive social services which include transitional and permanent housing, vocational counseling, mental health services, and individual group counseling.

And additionally, technical assistance in training related to violence against pregnant women - additionally under this particular service there are several subcomponents including the identification of eligible pregnant women experiencing domestic violence, sexual violence, sexual assault, and stalking, the assessment of the immediate and short-term safety of such pregnant women, the evaluation of the impact of the violence or stalking on pregnant women's health, and the assistance of pregnant women in developing a plan aimed at preventing further domestic violence, sexual violence, sexual assault, or stalking.

The maintenance - or the maintaining -- excuse me -- the maintain -- I can't get that word out; I apologize -- 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 establishment of mechanisms to ensure the privacy and confidentiality of those medical records.

And finally, the identification and referral of pregnant women to appropriate public and private non-profit entities that provide intervention services, accompaniment, and supportive social services.

For Category 4 - increasing public awareness in educational services. In addition to direct support services for expectant and parenting teens, women, fathers, and their families, the FOA allows a focus on increasing public awareness and education including providing information on Medicaid, the Children's Insurance Health Program, CHIP, and Health Insurance Marketplace, also known as the Affordable Insurance Exchange.

Additionally, efforts should assist in learning about available benefits and support services in the community and assist with accessing such services.

Activities should leverage existing public awareness and educational activities, and efforts may include the development of user friendly Web sites and new media tools.

Please note that HHS encourages applications not solely focused on Category 4, but rather supportive of a more broader set of activities in Categories 1, 2, and 3.

For those states and tribes that propose to work with institutions of higher education, a 25% match for each of those institutions is required as I had mentioned earlier.

We recognize that identifying matching funds can be challenging, and encourage states and tribes to work closely with their partners to identify appropriate matching sources.

The 25% match fund can come from cash or in-kind contributions. In-kind contributions can include a broad range of services including space, on campus facilitator time, and the use of transportation systems.

Please note that the other partners under this funding opportunity announcement - high schools, community service centers for agencies, and the State Attorney General's Office do not have the same cost sharing cost requirements.

Also please note that Category 3 must be a partnership - a partnership must be established with the State Attorney General's Office or functional equivalent for tribes, and a Memorandum of Understanding or a Letter of Commitment must be established and submitted with the application.

A little bit about the expectations across all categories. I focused a little earlier on some very, very specific expectations within each one of the categories, however there are some cross cutting expectations that I'd like to share with you and that are listed here.

Programs are expected to emphasize health education and social services in providing a comprehensive support program for expectant and parenting teens, women, fathers, and their families.

However, expectations do cut across all categories including a phase in implementation period, collaboration effort, ensuring medical accuracy, the collection of performance measures, a report to the state of tribe on partner activities, grantee evaluation, a federal evaluation on PAF programs, and a sustainability planning time.

In addition I will provide more detail about these cross cutting expectations in the following slide.

In terms of the phase-in implementation, during the first six months of the first grant year, funded recipients are expected to engage in a planning - in planning, piloting, and readiness period. This period is devoted to securing partnerships, strategic planning, hiring, training, conducting needs assessments, reviewing materials for medical accuracy, and otherwise ensuring readiness for full implementation.

The duration of the length of the planning period is contingent upon the grantee's demonstrated readiness, but will not exceed six months.

The planning period is designed to assist funded projects in conducting the following activities.

Continue to assess needs and resources, to finalize goals, objectives, and the logic model, fill organized capacity, secure, enhance, and expand partnerships, and engage in strategic planning.

Funded recipients are expected to establish strong collaborations and partnerships across state, local, and tribal entities to ensure the availability and success of wraparound services for expectant and parenting teens, women,

fathers, and their families. Under this funding opportunity, OAH expects that strong partnerships will develop for program implementation purposes and to ensure that programs are most effectively responding to the needs of the target population.

Some examples of strategic partnerships include but are not limited to, other departments and agencies in the state early childhood education programs, for example Head Start, Medicaid, statewide and local coalitions, community health centers; community based organizations, and faith based organizations.

OAH is particularly interested in programs that work either formally or informally with institutions of higher education.

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

The term medically accurate and complete means all medical information is verified or supported by the way the research conducted and compliance with accepted scientific methods in published and peer review journals where applicable, or comprising information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective and complete.

The definition provided on medical accuracy is drawn from the statutory language in the Affordable Care Act regarding what constitutes medical accuracy.

Applicants should describe the process to be used to ensure medical accuracy I the grant funded project including how the review will be conducted and who will be responsible for reviewing the information.

Performance measure - all funded recipients will be required to report on a common set of performance measures to assess program implementation and whether the program is achieving intended outcomes.

The common performance measures are broken into four broad categories which include participant demographics such as age, gender, race and ethnicity, output measures such as number of participants served, services and referrals provided.

Implementation and capacity building such as trainings, community partnerships, public awareness strategies and outcomes measure - educational payment, birth spacing, and repeat teen pregnancy.

Grantees may identify and require implementation partners to collect and report data on other performance measure specific to the intended outcome of the program being implemented.

Appendix B in the FOA provides a draft of OAH required performance measures for all grantees as well as for each category.

For each year that the grantee provides an eligible institution or organization with funds from the Pregnancy Assistance Fund, the grantee must receive a report from the funded institution or organization that includes the following information.

One, an itemization of the organization's expenditures on services for expectant and parenting teens, women, fathers, and their families; two, a review and evaluation of the performance of the organization in fulfilling the

program requirements as specified in the funding opportunity including a report on the required performance measures.

And three, 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 the use of the program by expectant and parenting teens, women, fathers, and their families.

OAH anticipates that grantees will use the evaluation funds to conduct an in-depth implementation study to assess participant's knowledge, attitudes, and beliefs and/or assess participant satisfaction.

Additionally, grantees may propose to spend no more than 10% - or grantees may spend no more than 10% of the awarded funds on evaluation. The 10% budget limit does not include funds to collect the requirement performance measures.

Grantees conducting an evaluation are expected to consult with OAH on the evaluation design and its implementation. And applicants interested in participating in a rigorous impact evaluation should demonstrate why they should be candidates in the federal evaluation.

And I will talk a little bit more about the federal evaluation next in the next slide.

Critically important to OAH and to the department is to determine the extent to which programs are effective. Local evaluations help determine that, however conducting a more rigorous evaluation is extremely important, thus OAH plans to conduct a federal evaluation of the Pregnancy Assistance Fund programs.

OAH will partner with an independent research firm to conduct this evaluation. OAH will select two or three PAF funded programs to undergo a 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. Selected grantees for the federal evaluation will continue to implement any planned grantee evaluation and will be required to collaborate with the federal evaluator to support evaluation efforts focused on the federal evaluation.

The following are a few key aspects of the federal evaluation design. One approach would be random assignment of study site for participants to program or control groups. The primary purpose of the impact evaluation would be to determine whether the selected programs are effective at reducing unintended pregnancies and improving education attainment.

If a random assignment is not feasible, OAH will consider using a strong quasi experimental design. The design would mean that groups of individuals or sites chosen to receive PAF funded program or match comparison groups.

Sustainability planning - developing a sustainability plan early on in any program is vital to its longevity. For this reason OAH is requiring grantees to develop a sustainability plan within 12 to 18 months of receiving funding.

Each year grantees should assess that sustainability plan and review and enhance its strategies to strengthen the program's ability to continue its efforts once federal funding is no longer available.

Grantees should develop their sustainability plan in collaboration with their partners and key stakeholders in order to ensure that the plan is comprehensive in scope and meets the needs of the state or community.

The FOA includes very clear program approaches for all applicants regardless of where they focus their program implementation efforts. The overarching approach is a program should emphasize health, education, and social services to provide a comprehensive support network for expectant and parenting teens, women, fathers, and their families.

Projects should propose evidence based or evidence informed and culturally linguistically appropriate programs. For more information about the definitions of these terms, those can be found in Appendix A, Glossary of Terms, in the FOA.

There is strong expectation that the program will link with existing resources and utilize these resources to provide the strongest support for the target population.

This linkage of services and resources includes strong collaboration across state agencies or tribes to ensure that existing services are utilized and gaps in services can be appropriately identified.

In addition, dissemination of information about the availability and eligibility of health coverage under federal and state programs should be emphasized, including Medicaid, The Children's Health Insurance Program, CHIP, and the Health Insurance Marketplace, also known as The Affordable Insurance Exchange established by The Affordable Care Act and the Healthcare Law of 2010, and the provision of application assistance and enrollment for expectant

and parenting students and their children. For more information on Marketplaces, visit www.healthcare.gov.

The following is a list of key content areas that should be included in the application.

First, a summary abstract of no more than 500 words, a project narrative which is limited to 35 pages which would include a needs statement, organizational capacity, project management, goal or goals, objectives, and logic model, proposed intervention, the work plan, a stakeholder organization and partners, a budget narrative, and required forms.

Additional applicant content - there is additional application content, however that is not part of the narrative. I will provide more details on each of these content areas in the following slides.

The application should include a brief 500 word or less abstract that provides a description of the proposed project. 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 documents.

The abstract may also be distributed to provide information to the public and Congress, and represents a high level summary of the project. The abstract should provide the contact information included on this slide.

The project narrative is the most important part of the application. It will be used as a primary basis to determine whether or not your projects meets the minimum requirements for the grant under this announcement.

The project narrative should provide a clear and concise description of your project. The following is a list of key components of the project narrative.

I will provide additional details on each of the components in the following slide, but they are the needs statement, the organizational capacity, project management, goals, objectives, and the logic model, the work plan stakeholder organizations and partners, performance measures, evaluation, and the capacity to participate in the federal evaluation.

In the needs statement, clearly and succinctly describe in both quantitative and qualitative terms the nature and scope of the specific issues facing expectant and parenting teens, women, fathers, and their families in the areas and/or institutions being targeted.

This slide outlines some of the key components that should be addressed in the needs statement, and that is to describe the needs of the expectant and parenting teens, women, fathers, and their families in the target institution's 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 geographical areas and their needs.

Include a brief description of the existing programs that address the issues and the gaps, and demonstrate that the applicant has assessed how best to use these funds to focus on serving those with the greatest need and are underserved.

Under organizational capacity, to fully implement the program, applicants should 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 personnel in the appendices.

Project management - the application to describe the applicant's proposed project management structure including describe the project's 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 this time - at the time of the application, but 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 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. And OAH expects the grantee project and that the grantee project director will have involvement in, and substantial knowledge about all aspects of the project.

Applicants should describe the project's goals and major objectives. Goal statements should be directly supported by related outcome objectives. Objectives should be smart, that is specific, measurable, achievable, realistic and time framed.

Applicants should develop a detailed logic model that fits their own program and will be useful to them. There is no specific logic model style that OAH requires.

Measure of program outcome should be tied to the performance measures and may include but are not limited to graduation rates, school retention, and reduction in drop-out rates, parenting skills, maintaining co-parenting relationships, subsequent pregnancy rates, and other maternal and child health outcomes.

Applicants should provide a clear and concise description of the program activities and services being proposed, and describe the approach - and how the approach is based upon the applicant's experience and the needs of the target population.

Describe how grant funds will be used; including which of the allowable categories will direct funds towards. Post secondary student support, high school, and community center support reducing violence against eligible pregnant women and/or public education and awareness.

Describe the activities undertaken; how they will address system gaps and identified issues and challenges, and how they will assist in achieving the overall project goals and objectives.

Explain the rationale for using a particular intervention and present a clear connection between the identified system gaps and the need for the proposed activities.

And present detailed information on how all category and specific cross cutting specific expectations will be addressed.

Additional proposed intervention activities include clarifying why the specific activities were selected, for example has this approach been successful in other settings.

Note any major barriers anticipated and how the project will be able to overcome those barriers. If applicable demonstrate how the various activities from different categories will be integrated with one another to provide a comprehensive wraparound service.

Describe how the proposed programs are evidence based or evidence informed and culturally and linguistically appropriate. And describe how the applicant will ensure that all program materials are medically accurate.

The work plan should include a statement of the project's overall goal, anticipated outcome, key objectives, and major tasks. Identify a timeframe including start and end date.

Identify lead person or persons responsible for completing the tasks.

Incorporate a six month phase-in period activities that focus on developing a sustainability plan within the first 12 to 18 months of the project, and provide training to support program staff with implementation.

In terms of key partners and stakeholders, key partners and stakeholders should be involved early in the development of the strategic plan which should impact the development of the applicant's work plan.

Applicants should describe how -- excuse me -- the work line should describe how the applicant will involve others including existing -- excuse me -- including service recipients, existing health education and social service

providers, institutions of higher education, high schools, community service centers, and/or State Attorney General's Offices.

Include clear roles and responsibilities for each partner and include a signed memorandum of understanding or letters of commitment from all partnering organizations.

Specific appendix items are not required in this FOA, however any items included in the appendix should be considered supportive information and should not replace necessary information from the application narrative.

Appendices could and should include letters from authorized -- excuse me -- appendices should include letters from the authorized representative authorizing the agency to apply on behalf of the state or tribe, memorandums of understanding or letters of commitment, curriculum vitae for key personnel, organizational structure, examples of organizational capacity or other supplemental information.

Appendices for supportive information only should -- excuse me -- appendices for supportive information only should be clearly labeled. Brochures and bound materials should not be submitted.

A little bit about memorandums of understanding or letters of commitment that are required for all organizations and entities that have specifically been named as a sub-awardee or a primary partner to carry out any aspect of the project.

A signed MOU or Letter of Commitment must detail the specific role and resources that will be provided or activities that will be undertaken in support

of the applicant. These documents must also demonstrate current commitment from the partners to this specific project being proposed in the application.

The organization's expertise, experience and access to the target population should also be described in the Letter of Commitment. Please note letters of commitment are not the same as letters of support.

Letters of support are letters that are general in nature that speak to the writer's belief in the capacity -- excuse me -- in the capability of an applicant to accomplish a goal or task.

Letters of support may indicate an intent or interest to work together in the future, but they lack specificity. Applicants should not provide letters of support, and letters of support such as this will be removed from the application package and not considered in the review.

Budgeting - in terms of the budget narrative justification, Mr. Brunson will address the first three bullets so I won't cover those in my part, but I do want to address the last two because I think that they are extremely important.

One of them is in terms of the matching funds and/or specific contributions proposed to meet the cost sharing requirements from institutions of higher education funded under Category 1 must be fully identified and described.

For in-kind contributions, the source of the contribution and how the validation of that contribution was determined must also be described, provide a general description on how the proposed budget, matching funds, and sub-awardee's budget support the administration and programmatic activities necessary to manage the program and to accomplish the proposed activities.

Grant applications should include their budget work plan - should include in their budget and work plan the attendance of at least three key staff persons, including the project director to a two-day grantee conference in Washington, DC in August of 2013 and again in 2015, and the attendance of the project director to a one to two day meeting in Washington, DC in the years 2014 and 2016.

The grantee project director and two additional staff members are expected to attend and/or participate in the conference in 2013 and 2015. Grantees should include funds to attend the conference in their budgets, including transportation and lodging at the conference site.

All grantee project directors are required to attend the project director's meeting in 2014 and 2016 and should include funds to attend these meetings in their budget.

The following are the guidelines for formatting the project narrative. One, applications must be submitted electronically, and Mr. Brunson will also address this I believe in his talking points.

The project narrative must not exceed 35 double spaced pages on 8-1/2 by 11 letter sized paper, a one inch or larger margin on top, bottom, and both sides, be not less than 12 point font, and all pages should be numbered.

At this point I'd like to turn over the presentation to Mr. Roscoe Brunson from the Office of Grants Management. And after he's done I will return for a few more slides regarding the programmatic aspects.

Roscoe Brunson: Thank you Mr. Medrano. Good afternoon everyone. I'd like to briefly discuss proper completion of the budget narrative justification, review the required forms, and discuss the application submission instructions.

First let's start with the budget narrative justification. As stated in the funding opportunity announcement, you must submit a combined multi-year budget narrative justification covering the full project period as well as a detailed itemized budget narrative justification for the first year only of grant funding is required.

Again, itemized information is specific just for the first year of funding.

The budget justification should describe the cost estimated per proposed project activity or product. It should thoroughly describe how the proposed costs are derived.

It should itemize and break down each line item and provide an explanation of the proposed costs. Personnel costs must include full name, salary, and time devoted by each person on the application.

There is no standard format for submission, but the budgetary information should flow similar to the SF-424A from beginning to end by each object class category.

As mentioned by Victor, matching is 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 resources, contributions, and 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 item.

Budget information by object class categories, SF-424A - all applicants must have an SF-424A budget page with total costs that matches the submitted itemized budget narrative justification. This document will list the total cost of the proposed federal expenditures for each object class category as shown above showing personnel, friends, travel, equipment, supplies, contractual, other, and indirect, if applicable, ending with the total proposed amount.

You may complete using the fillable form within Grant Solutions, or you may upload the document - the SF-424A, as an attachment for submission in that particular section of the application.

In preparing your budget the following funding restrictions and limitations exist, and must be considered before submission.

To claim reimbursement for indirect costs, all applicants must have an approved indirect cost rate agreement which has been negotiated with the federal government.

The salary limitations - that information exists within - according to the Consolidated Appropriation Act of 2012, and that information is included in the funding opportunity announcement. It is actually a table there that will assist you with reviewing the salary limitations within that funding opportunity announcement.

Now let's review the application submission instructions. The following forms in support of documents are required for submission of the application.

First the SF-424A - actually, the SF-424 which is the application for federal assistance. The SF-424A is the budget information for non-constructed programs that need to be completed.

The program narrative as mentioned by Victor earlier - you can submit as an uploaded document in your budget narrative justification also should be submitted as an uploaded document.

The SF-424B, Assurances for Non-constructive Forms must be completed and the SF-LLL which is Disclosure of Lobbying Activities. Also for key personnel, neither CV or resumes can be included.

Letters of commitment should be submitted as an uploaded attachment.

After uploading these forms it is highly recommended that you check to ensure all documents can be opened and are clearly visible for review by our offices.

Receipt deadlines. Non-binding letters of intent are due by March 15 by 5:00 pm. Electronic application submissions; they must be submitted no later than 5:00 pm Eastern Time on April 10, 2013 via grants.gov and unless a waiver has been granted.

Only paper submissions may be submitted after obtaining written exception, at least 48 hours in advance of the due date from the Director of the Office of Grants Management.

Application kits may be obtained electronically by accessing grants.gov at the email address as shown. If you have problems accessing the application or difficulty downloading, contact the Grants Operations Center, Office of Grants Management Operations. Telephone number is shown and the email is shown.

The application kit should be visible right now at this time and if not, ensure you contact the grants.gov Operations Center and not the Grants Business or Project offices.

The application will not be considered valid until all electronic application components are received according to the deadlines as previously discussed. Applications that do not adhere to the due date requirements will be considered late and will be deemed ineligible.

To ensure adequate time is successfully submitted the application; we recommend applicants register immediately in grants.gov since the registration process can take up to one full month.

Don't wait until the last day in the event you encounter technical difficulties either on your end or with grants.gov.

Upon completion of the successful application is submitted through the grants.gov Web site portal, the applicant will be provided with a confirmation page from grants.gov indicating the date and time -- Eastern Standard Time -- of the electronic application submission, as well as the grants.gov receipt number.

Now it is critical that the applicant print and retain this confirmation for their records, as well as a copy of the entire application page. All applicants submitted via the grants.gov will be validated by grants.gov.

And again, validation may take up to two business days. You'll receive a notice via email once validated.

And now I'll turn the presentation back over to Mr. Victor Medrano.

Victor Medrano: Thank you Roscoe. Continuing with the programmatic side of the presentation, I'd like to touch a little bit upon the application responsiveness criteria.

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.

Applications will be reviewed to determine whether they meet the following responsiveness criteria. As I said, those that do not will be administratively eliminated.

All eligible applicants must include a letter from the authorized representative stating that the applicant is authorized to apply on behalf of the state or tribe.

Additionally only -- and this I must emphasize very, very strongly -- one the 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 - will not be reviewed for funding competition.

Also all applicants for Category 3 must include a partnership with the State Attorney General's Office 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 on Category 3 must include a Memorandum of Understanding or a Letter of Commitment from the State Attorney General or the functional equivalent for tribes in their application.

Application screening criteria - applications will be screened, and any application that fails to meet the screening criteria described will not be reviewed and will receive no further consideration.

Applications again, must be submitted electronically unless a waiver has been granted, by 5:00 pm Eastern Standard Time on April 10, 2013. The project narrative section must be double spaced, on equivalent 8-1/2 by 11 page size with one inch margins on all sides and font not less than 12 point. All pages should be clearly numbered.

The project narrative must not exceed the 35 double spaced pages and appendices must not exceed 65 pages.

The scoring criteria that will be used is pointed out in this slide. The description of problem need; 15 points; organizational capacity and project management, 15 points; goals, objectives, and logic model and work plan, 15 points; proposed intervention, 20; stakeholder organization and partners, 15 points; outcome and evaluation, 10 points, and the budget, 10 points.

An independent review panel will evaluate applications that pass the screening and meet the responsiveness criteria. These reviewers are experts in their field

and are drawn from academic institutions, non-profit organizations, state, and local government and federal government agencies. The reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

In addition to the independent review panel, federal staff will review each application for programmatic, budgetary, and grants management compliance. Final award decisions will be made by the Director of the Office of Adolescent Health in consultation with the Assistant Secretary for Health.

In making these decisions, the following additional criteria will be taken into consideration - extent to which all four possible categories of funding are represented by PAF awards.

Award notices - each applicant will receive a letter of the final outcome. Secondly, the official document notifying an applicant that the project's application has been approved for funding is the Notice of Grant Award.

The Notice of Grant Award specifies to the grantee the amount of money awarded, the purpose of the grant, anticipated length of the project period, the terms and conditions, and the amount of funding to be contributed by the grantee, if applicable.

Today's presentation will be posted on the OAH Web site for your reference. The posting hopefully won't take very, very long. I can't give you an exact timeframe in which that will happen, but my hope is that we will have it up within four or five days.

Additionally, a transcription of the Webinar will also be posted there for you to be able to go back and kind of listen in again if there's a particular area that

you're interested in hearing about again or clarification on, but also for those who were unable to participate in today's Webinar.

And then finally we will also have a question and answer list that will be available so that you can kind of take a look at some questions that may be asked on today's Webinar, as I open up the line, but that may have already been asked, that certainly want to be able to respond to those as well.

In this next slide you will see the agency contacts for the Grants Management Office. That is Roscoe Brunson, the Senior Grants Management Specialist for Programmatic Requirements. You will see my name and my contact information.

I would suggest that depending upon the question, if it comes to you tomorrow or the next day, depending upon the area in which it falls that you contact the appropriate agency contact.

And this last slide here is that we hope that you will connect with us as we move forward with this particular funding announcement. We have various ways. As you see, you can use our OAH award winning Web site. We're very proud of our Web site. It has a tremendous amount of information, and I highly encourage you to connect with us at some point.

Finally I want to thank each and every one of you for participating in today's Webinar. What I'd like to do now with the remaining time that we have left is to pen it up to questions and answers.

But I would also go back and refresh your memory that if we are unable to, because of time constraints, get to your question, please send it to us in writing and we will respond as quickly as possible to your questions.

We know that for many of you time now becomes the essence in terms of getting all of your stuff ready together and to submit your application.

So if I could ask the operator to do her magic and open up the lines, I would appreciate that.

Coordinator: Thank you. We will now begin the question and answer session. If you would like to ask a question, please press star 1. You will be prompted to record your name. To withdraw your request press star 2. Once again to ask a question, please press star 1. One moment.

(Tuck Vandyne) you may ask your question.

(Tuck Vandyne): Okay, actually I have two questions. The first one is if we would choose Category 2 and 4 to write this grant on, and work with the university on these categories, do those universities still need to come up with the 25% match, or is it only if they work under Category 1, is my first question.

Victor Medrano: They would not be required to submit a match of the 25% because you have actually applied for funding in Categories 2 and 4.

(Tuck Vandyne): Okay. So if there is - okay, so if we're in 2 and 4 hat 25% match doesn't apply, it only applies to Category 1; is that correct?

Victor Medrano: That is correct.

(Tuck Vandyne): Okay, thank you.

Victor Medrano: I thought you had two?

(Tuck Vandyne): Well my second question was if there's two separate groups at the same university working on 2 or 4, would we have to - would they both have to put the 25% match. But since if they're in two - if we use 2 and 4 they don't have to, my question is not relevant any more.

Victor Medrano: Because you would not necessarily be providing them funding, but you would be more on terms of collaborating with them.

(Tuck Vandyne): They would probably get funding to do their work under Category 2 or Category 4. Like evaluation and social media projects.

Victor Medrano: Okay, that helps clarify it to a certain degree.

(Tuck Vandyne): So they would not have to put up the match, correct?

Victor Medrano: No. The match is only if an applicant is applying for Category 1.

(Tuck Vandyne): Okay, thank you.

Coordinator: (Linda Pettifore), you may ask your question.

(Linda Pettifore): Thank you. My question was related to the budget narrative. I was reading in the guidance; and I thought I read that the budget narrative was not included in the overall 100 page limit. But I think on one of your slides you said it was part of the 35 page limit so, can you clarify that for us.

Roscoe Brunson: Hold on let me just take a look. I did not see that as part of the 35 page limit.

(Linda Pettifore): I thought it was on one of the slides. Maybe I read it wrong but I thought it was on one of the slides that Victor went over.

Victor Medrano: This is Victor. The budget narrative is not part of the 35 - the 65 page limit.

(Linda Pettifore): Thank you.

Victor Medrano: That was your question; correct?

(Linda Pettifore): That is my question.

Coordinator: (Theresa Marcroft), you may ask your question.

(Theresa Marcroft): Yes, at one point you said that you would accept only requests from - one per state and one per tribe. So how do I know if others from my state are applying for grants?

Victor Medrano: That's an excellent question and I don't necessarily have a very good answer for you other than to suggest; because it's different in every state, so I would suggest making some contacts either through the Office of the Governor, or through the Department of Health in your state, or the Department of Education.

Like I said, it varies from state to state and it could be any one of those entities that would be interested. In some cases you will find that none of them have even addressed it.

(Theresa Marcroft): Or any non-profit organization in the entire state could be applying for this grant, right for the potential people - the potential applicants are limitless really.

Victor Medrano: Yes, technically so, and that's why it requires kind of a coordinated effort -- and I'm speaking in terms of a state now -- it takes somewhat of a coordinated effort to try to find out and ensure that the appropriate agency is the one that is applying.

(Theresa Marcroft): So do the applicants have to be from a state agency?

Victor Medrano: Yes.

(Theresa Marcroft): Oh, so just a regular non-profit cannot apply?

Victor Medrano: That is correct.

(Theresa Marcroft): Oh, that would have been good to know an hour ago. Really? So you have to be a state agency to apply for this?

Victor Medrano: I'm sorry; I didn't hear the last part of your question.

(Theresa Marcroft): You have to be a state agency to apply for this?

Victor Medrano: Yes, a state - and I use the word state because it depends on what agency within the state it could be. And I would refer you back to the funding opportunity announcement specifically on Page 25 where it talks about the eligibility requirements for the information.

Just to kind of share with you is says, "Any state which includes the District of Columbia and commonwealth or any other territory of the United States, and any Indian tribe or reservation is eligible to apply."

((Crosstalk))

Victor Medrano: And then it goes on a little bit further down to say, “Appropriate agencies that might apply on behalf of the state or tribe could include but are not limited to the following types of entities - state education, human services, or health agencies. Interested state agencies are also encouraged to partner with other interested state agencies.”

(Theresa Marcroft): But if I’m a non-profit and not a government entity, that means that this is not an option for me; is that correct?

Victor Medrano: That is correct.

(Theresa Marcroft): Okay.

Coordinator: (Lindsey Small), you may ask your question.

(Lindsey Small): Yes, I had a question about the required appendix - the letter from the authorized representative from the state. If we are a state health department, are you expecting that that letter will come from the Governor’s Office?

Victor Medrano: It will vary. And depending upon whether the governor actually is the authorized representative for these types of funding opportunities. Sometimes the Governor’s office delegates that responsibility to the State Health Department for example.

So then it might be the Secretary in the Department of Health who would be the authorizing agent.

(Lindsey Small): Okay, thank you.

Victor Medrano: It could be either way.

(Lindsey Small): Okay, thank you.

Victor Medrano: Yes ma'am. I'd like to go back for a moment in terms of the previous question about CBOs.

Just so that we're clear, the language in the funding opportunity announcement is very, very clear in terms of who can apply. However, a state agency can apply for funding and then determine that a community based organization or a non-profit can carry out the program for the state.

At that point in time a sub - the non-profit could become a sub-awardee and implement the program on behalf of the state, but the state is the agency that needs to apply.

Other questions?

Coordinator: (Rebecca King), you may ask your question.

(Rebecca King): Hi, thank you for this opportunity. I just wanted to clarify a little further; it was regarding defining state and wondering if institutions of higher ed were included. But as I understand, they are not.

Victor Medrano: That is correct; they are not included.

(Rebecca King): Thank you.

Coordinator: (Elizabeth Gardner), you may ask your question.

(Elizabeth Gardner): Thank you. I just wanted to see if it would be possible to get some more detail as it pertains to Page 16 and Category 4, and the relationship between Category 4, and for example we're interested in Category 1 here.

We will be asking for funds for Category 1, and as part of that work with the institutions of higher ed, we will be asking the colleges to do some communications, some marketing; maybe using social media with Facebook to recruit program participants into their activities at the higher ed level.

Is that piece of it; the development of those flyers and things like that, does that really need to fall into Category 4, or is that just assumed as part of the work plan of Category 1?

I just - I'm wondering kind of about scope; how big Category 4 what is mean by when you talk about increasing public awareness? I don't know if my question is clear.

Victor Medrano: I believe so and I will do my best to try to answer it, and so let me go back first of all and try to sort out, because I think there are different pieces in your question.

First of all the funding that is provided under Category 1, that is very specific to working with institutions of higher education, requires the 25% match.

If a grantee is working also out of Category 4 and is involving or collaborating or partnering with that institution of higher education, that amount of money coming from Category 4, would not necessarily fall within the category of the 25% match.

And that could include services around, and I think somebody else mentioned it before, around evaluation or potentially looking at the communications strategies that you talked about earlier.

(Elizabeth Gardner): Okay, and then the part two of that; if we know that in our proposal in Category 1 that we're going to require those colleges to do some public awareness on their campus or recruiting students into the program in Category 1, do we have to separate out those marketing and communication efforts and describe them as a Category 4 activity or can we just keep it embedded in Category 1?

Victor Medrano: If it is specific to the IHE category then yes. If it is specific to Category 4 then that's where it falls.

(Elizabeth Gardner): Okay, thank you.

Victor Medrano: My apologies, but we have I believe reached the end of our time. I don't know if there are any more questions on line, but I know that we do have several questions that were submitted electronically. And we will certainly address those questions and get responses out to each and every one of you. That will be my priority over the next couple of days, most likely, and in fact I know that we're working on some of them right now.

But I want to thank each and every one of you for your participation today. Again, we're very excited about the opportunity to provide this funding and we hope to have a robust number of applications from which to choose from.

So again, thank you very much. Keep in mind that if you have additional questions, please send them our way in writing either to Roscoe Brunson or to

myself and we will respond as quickly as we possibly can. Thanks to everyone and have a wonderful afternoon.

END