

Providing Capacity Building Assistance to OAH Teen Pregnancy Prevention Grantees Funding Opportunity Announcement

Technical Assistance Call for Applicants

U.S. Department of Health and Human Services
Office of Adolescent Health
January 28, 2016 - 2:00pm ET

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- Review the ***Providing Capacity Building Assistance to OAH Teen Pregnancy Prevention Grantees*** Funding Opportunity Announcement, including the purpose, eligibility requirements, and how to apply for funds
- Answer questions specific to the Funding Opportunity Announcement

Agenda for Today's Call

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

- Net-conference – Audio portion of this webinar
 - 1-888-469-1664, passcode 8258895
- Listen-only mode
- Printing slides - printer icon on bottom right of screen
- Call materials posted to OAH website in 2-3 days
- Questions and Answers
 - Taking questions using the Q&A function on top of screen
 - Q&A period at the end of the TA call
 - Any questions not answered on today's call will be added to the list of FAQs on the OAH website within a few days

- Estimated Funds Available: \$2.9 Million
- Anticipated Number of awards: 5
- Range of grant awards: \$450,000-\$600,000 per budget period*
- Performance Period: Not to exceed 5 years
- Anticipated State Date: July 1, 2016
- Type of Award: Cooperative Agreement



Overview of the OAH Teen Pregnancy Prevention Program

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

FY2015 OAH TPP FOAs

FOA Title	Number of Grantees	Annual Award Range
Capacity Building to Support Replication of Evidence-Based TPP Programs (Tier 1A)	8	\$400,000 - \$750,000
Replicating Evidence-Based TPP Programs to Scale in Communities with the Greatest Need (Tier 1B)	50	\$500,000 - \$2,000,000
Supporting and Enabling Early Innovation to Advance Adolescent Health and Prevent Teen Pregnancy (Tier 2A)	2	\$1,000,000 - \$1,500,000
Rigorous Evaluation of New or Innovative Approaches to Prevent Teen Pregnancy (Tier 2B)	21	\$400,000 - \$1,000,000

- Beginning on July 1, 2015, OAH funding was provided to 84 new grantees for a five-year project period.
- These new Grantees plan to serve close to 300,000 youth per year in 38 States and the Marshall Islands, and in communities where the teen birth rate is significantly higher than the national average of 24 per 1,000.



Introduction to:

Providing Capacity Building Assistance to OAH Teen Pregnancy Prevention Grantees Funding Opportunity Announcement

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

Who's Eligible to Apply?

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



Expectations for CBA Providers

(and what is CBA, exactly?)

- The goal of this Funding Announcement is to provide Capacity Building Assistance to 84 OAH-funded TPP grantees in five key priority areas:
 1. Program Implementation
 2. Community Mobilization and Sustainability
 3. Implementing Programs in a Safe and Supportive Environment for Youth and their Families
 4. Establishing and Maintaining Linkages and Referrals to Youth-Friendly Health Care Services
 5. Communication and Dissemination

NOTE: Each application should address only ONE priority area!

- OAH currently supports 2 types of grants through the TPP program:
 - Projects that replicate evidence-based TPP program models (referred to as Tier 1 grantees, 58 total grantees)
 - Research and demonstration projects that develop and test additional models and innovative approaches for teen pregnancy prevention (referred to as Tier 2 grantees, 26 total grantees)

A helpful note:

Take the time to become familiar with OAH's TPP grantees and with OAH-developed resources!

- Over the five-year project period, the 5 national CBA providers will be expected to:
 - collaborate to assess the CBA needs of all 84 OAH TPP grantees
 - develop an annual coordinated CBA plan
 - provide CBA to the TPP grantees using diverse approaches that are designed to best meet the needs of the grantees
 - evaluate the CBA provided and make continuous quality improvements, and
 - disseminate CBA products, lessons learned, etc.

- CBA Providers will deliver 3 Levels of CBA Intensity:
 - Low - generally meets needs for all TPP Grantees
 - Medium - more targeted to address a specific topic or assistance tailored for a smaller group of TPP grantees
 - High - intense assistance designed to address a specific grantee need through multiple interactions

- Engage in a planning and readiness period for up to 6 months of the first grant year.
- Ensure all CBA materials are medically accurate, age appropriate, culturally and linguistically appropriate, and inclusive of Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) youth.

- Engage in strategic dissemination and communication activities to share CBA products, lessons learned, etc. with TPP grantees and other key stakeholders.
- Collect and report performance measure data to OAH and use performance measure data to make continuous quality improvements.
- Evaluate the CBA provided and make continuous quality improvements based on feedback received.

■ Meeting Participation:

- Year 1 Orientation Meeting
- Annual national CBA provider planning meetings
- Bi-annual HHS TPP Grantee Conference (2016, 2018, 2020)

In addition, national CBA providers will be expected to participate ***and provide CBA during:***

- Annual TPP Project Director's meeting
- Two annual regional trainings
- Other OAH-sponsored TPP grantee activities as appropriate.

- The national CBA Provider funded under the Program Implementation priority area will be designated as the lead CBA provider.
- The lead CBA provider will be responsible for ensuring coordination and collaboration across all 5 funded organizations.
- Agencies applying under the Program Implementation priority area may request an additional \$75,000 to fulfill the lead provider expectations.



Application Responsiveness & Screening Criteria

- Applications **MUST** meet the application responsiveness criteria to be reviewed for consideration
 - The applicant must demonstrate that it plans to provide capacity building assistance in **one** of the 5 key priority areas through its description in the Project Approach and Design section of the Project Narrative.

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

- Applications submitted electronically via www.grants.gov by April 8, 2016
- Project Narrative section of the application must be double-spaced, on the equivalent of 8 ½ " x 11" inch page size, with 1" margins on all sides and font size not less than 12 points
- Project Narrative must not exceed 50 pages.
- Total application including Appendices must not exceed 100 pages
- Proposed budget does not exceed maximum indicated in Range of Awards
- Application meets the Application Responsiveness Criteria



Application Content

Application Content Overview

- Project Abstract Summary Form
- Project Narrative (no more than 50 pages)
 - Expertise in Priority Area Selected for CBA
 - Expertise in Providing CBA
 - Project Approach and Design
 - Capacity of Applicant Organization
 - Project Management and Staffing
 - Collaboration and Partnerships
 - Conflict of Interest
- Appendices
 - Work plan, Logic Model, Executive Summary, Resumes/CVs, Job Descriptions, Organizational Chart
- Budget Narrative
 - Combined, multi-year Budget Narrative
 - Detailed Budget Narrative for each year
- Required Forms – SF-424, SF-424A, SF-424B, SF-LLL

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

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

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

The project abstract should include:

- (1) Project title
- (2) Specific priority area selected for CBA
- (3) Applicant organization name
- (4) Organization address
- (5) Project Director's name and contact information
- (6) Website address, if applicable

- The Project Narrative should provide a clear and concise description of your project. HHS/OASH recommends that your project narrative include the following components in the following order:
 - Expertise in priority area selected for CBA
 - Experience providing CBA
 - Project approach and design
 - Capacity of applicant organization
 - Project management and staffing
 - Collaboration and partnerships
 - Conflict of interest
- Detailed information on what to include for each component is on pages 25-32 of the FOA

■ Conflict of Interest

- National CBA applicants that also receive OAH funding as a TPP grantee must describe steps to eliminate any conflict of interest between the agency's role as a national CBA provider and the agency's role as an OAH-funded TPP grantee
- National CBA Applicants that do not receive OAH funding must provide assurance that no conflict exists between the applicant agency and any current OAH grantee

- Work plan
- Logic Model
- Executive Summary
- Resumes/CVs & Job Descriptions
- Organizational Chart



Office of Grants Management

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

- Applicants are required to:
 - Submit a combined multi-year budget narrative, and
 - A detailed budget narrative for each year of the potential grant
 - Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Other, and Indirect
- Applicants should develop multi-year budgets based on level funding for each budget period (i.e., equal to exact dollar figure of the year one budget)
- Budget narrative should be detailed, reasonable, adequate, cost efficient, and aligned with the proposed work plan

- National CBA providers will be encouraged to attend the following meetings and trainings and should include funds in the budget
 - Annual national CBA provider planning meeting
 - HHS Teen Pregnancy Prevention Conference every other year (2016, 2018, 2020)
 - TPP Grantee Annual Project Director Meeting
 - Any grantee regional trainings

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

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

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



Application Submission Instructions

- Available on grants.gov – <http://www.grants.gov>
- Search by FOA number (AH-TPS-16-001) or CFDA number (93.297)
- Carefully follow submission instructions on grants.gov
 - Required to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying
 - Must register in the System for Account Management (SAM) prior to submission – allow minimum of 5 days to complete registration
 - Must renew SAM registration each year
- Run into trouble – contact grants.gov

- Non-binding Letter of Intent – Due February 1, 2016
 - Attn: Jacquelyn Crump McCain
 - Jacquelyn.crump@hhs.gov
 - 1101 Wootton Parkway, Suite 700, Rockville, MD 20852

- Application – April 8, 2016 by 5:00 pm ET
 - Electronic submission via Grants.gov
 - Applicants must receive a written exemption from the Director, OASH Office of Grants Management to submit any way other than electronically

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

Submission and Validation

- **Be complete** and do not leave blanks on forms unless the information is not applicable
- The individual submitting the application must have the legal authority to act on behalf of the organization



Review and Selection Criteria

- Criteria #1 – Expertise in Priority Area for CBA (15 points)
- Criteria #2 – Experience Providing CBA (15 points)
- Criteria #3 – Project Approach and Design (30 points)
- Criteria #4 - Capacity of the Applicant Organization (10 points)
- Criteria #5 - Project Management and Staffing (10 points)
- Criteria #6 - Collaboration and Partnerships (10 points)
- Criteria #7 – Conflict of Interest (5 points)
- Criteria #8 - Budget (5 points)

- Official document notifying an applicant that an application has been approved for funding is the Notice of Award (NoA), approved by a Grants Management Officer at OASH OGM
- Grantees will receive an NoA via system notification from Grant Solutions and/or via email
- Include amount of money awarded, purposes of grant, length of project period, terms and conditions of grant award
- Anticipated Project Start Date – July 1, 2016



Application Tips

- Read the entire FOA and application instructions BEFORE writing
- FOA is the primary guide for programmatic expectations
- Write the Project Abstract AFTER the entire narrative is complete
- Read the review scoring criteria
- Do NOT exceed the 50 page limit for the project narrative OR the total page limit of 100 pages for the full application
- Submit the application no later than 5pm ET on April 8, 2016
 - Allow time for any unforeseen difficulties with the on-line application process, etc.

Questions?

For questions about programmatic requirements:

- Contact Jacquelyn McCain, Office of Adolescent Health
 - Email – jacquelyn.crump@hhs.gov
 - Phone - (240) 453-2823

For questions about administrative and budgetary requirements:

- Contact Eleanor Walker, Office of Grants Management
 - Email – eleanor.walker@hhs.gov
 - Phone – (240) 453-8822

Thank you!