

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Agency:** Office of the Secretary, Office of Public Health and Science, Office of Adolescent Health

**Funding Opportunity Title:** Announcement of Availability of Funds for Support for Pregnant and Parenting Teens and Women

**Announcement Type:** Initial Competitive Grants to States

**Catalog of Federal Domestic Assistance (CFDA) Number:** 93.500.

**Dates:** To receive consideration, applications must be received by the Office of Grants Management, Office of Public Health and Science (OPHS), Department of Health and Human Services (HHS) c/o Grant Application Center, Office of Grants Management Operations Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, Attention: Office of Adolescent Health no later than 8:00 p.m. Eastern Time for electronic applications and 5:00 p.m. Eastern Time for mailed-in applications on **August 2, 2010**.

**Summary:** The Office of Adolescent Health (OAH) within the Office of Public Health and Science, is accepting applications from States, which includes the District of Columbia, any commonwealth, possession, or other territory of the United States, and any Indian Tribe or reservation (hereafter referred to as the State), for competitive grants for the development and implementation of programs to assist pregnant and parenting teens and women, as authorized by Sections 10211- 10214 of the Patient Protection and Affordable Care Act (Public Law 111-148). The Act appropriates \$25 million for each of fiscal years 2010 through 2019 and authorizes the Secretary of HHS, in collaboration and

coordination with the Secretary of Education (as appropriate) to establish and administer a Pregnancy Assistance Fund for the purpose of awarding competitive grants to States to assist pregnant and parenting teens and women. It is anticipated that up to 25 grants in the amounts of \$500,000 - \$2,000,000 per year will be awarded. Grants will not exceed three years (and funding for years 2-3 is subject to the availability of funds). OAH anticipates funding a broad range of projects both in the size and scope of activities.

The authorized State representative must make application for grant funds available through this announcement to assist pregnant and parenting teens and women. A signed letter from the authorized State representative must accompany the application; it should include documentation establishing the authorized representative's authority to apply for and administer the grant funds on behalf of the State. The application may be developed solely by the authorized representative or in consultation with other relevant State agencies such as state education, human services and health agencies. HHS encourages applications that demonstrate collaboration among relevant State agencies and that leverage other resources or links to existing support services.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

This announcement seeks proposals from States to develop and implement activities to assist pregnant teens and women who have made the decision to carry their pregnancies to term and parenting teens and women. States may propose to use grant funds to carry out any or all of the following activities:

### **1. Support for Pregnant and Parenting Student Services at Institutions of Higher Education**

A State may propose to use grant funds to make funds available to eligible institutions of higher education to enable the eligible institutions to establish, maintain, or operate pregnant and parenting student services. Such funding shall be used to supplement, not supplant, existing funding for such services. An eligible institution of higher education that desires to receive funding under this section must submit an application to the designated State agency at such time, in such manner, and containing such information as the State agency may require. An eligible institution of higher education that receives funding under this section shall contribute to the conduct of the pregnant and parenting student services program supported by this funding an amount from non-Federal funds equal to 25 percent of the amount of the funding provided. The non-Federal share may be in cash or in-kind, fairly evaluated, including services, facilities, supplies, or equipment. An eligible institution of higher education that receives funding from the State shall use such funds to establish, maintain or operate pregnant and parenting student services. While grant funds may be used for direct service provision, applicants are encouraged to link with existing service providers, especially in instances in which the ongoing costs of support may be beyond the scope of funding available through this announcement. In providing services to pregnant and parenting students, the eligible institution of higher education may use the funds for any or all of the following programs and related activities:

(A) Conduct a needs assessment and set goals

- Conduct a needs assessment on campus and within the local community to assess pregnancy and parenting resources, located on the campus or within the local

community, that are available to meet the needs of students enrolled in the eligible institution who are pregnant or are parents; and

- Set goals for improving such resources for pregnant, parenting, and prospective parenting students and improving access to such resources.

(B) Conduct an annual assessment of the performance of the eligible institution in meeting the needs of students enrolled in the eligible institution who are pregnant or are parents, including but not limited to the following:

- The inclusion of maternity coverage and the availability of riders for additional family members in student health care.
- The dissemination of information about the availability of and eligibility for health coverage under Medicaid, the Children's Health Insurance Program (CHIP), and the temporary high risk insurance pool program established by Section 1101 of the Patient Protection and Affordable Care Act, and the provision of application assistance, for both pregnant women and children.
- Family housing.
- Child care.
- Flexible or alternative academic scheduling, such as telecommuting or telelearning programs, to enable pregnant or parenting students to continue their education or stay in school.
- Education to improve parenting skills, including teaching mothers and fathers about the developmental needs of infants and young children and how to relate to each other, and to strengthen marriages.

- Maternity and baby clothing, baby food (including formula), access to appropriate information about and space for breastfeeding, baby furniture, and similar items to assist parents and prospective parents in meeting the material needs of their children.
- Post-partum counseling.

The assessment may also include other related needs.

(C) Identify public and private service providers, located on the campus of the eligible institution or within the local community, that are qualified, and culturally competent, to meet the needs of students enrolled in the eligible institution who are pregnant or are parents, and establish programs with qualified and culturally competent providers to meet such needs.

(D) Assist pregnant and parenting students, fathers, or spouses in locating and obtaining services that meet the needs of students enrolled in the eligible institution who are pregnant or are parents.

(E) If appropriate, provide referrals for prenatal care and delivery, postnatal care, enrollment assistance for health coverage under Medicaid and CHIP, infant or foster care, or adoption, to a student who requests such information. An office shall make such referrals only to service providers that serve the following types of individuals:

Parents

Prospective parents awaiting adoption.

Women who are pregnant and plan on parenting or placing the child for adoption.

Parenting or prospective parenting couples.

## **2. Support for Pregnant and Parenting Teens at High Schools and Community**

### **Service Centers**

A State may use amounts received under this grant to make funding available to eligible high schools and community service centers that serve eligible youth to establish, maintain or operate pregnant and parenting services in the same general manner and in accordance with all conditions and requirements described above in section I.1, except that the 25 percent matching requirement does not apply. All education programs and activities funded under I.1 and I.2 are required to comply with the requirements of Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§1681 *et seq.*

If a State chooses to use funds for activities under both section I.1 and I.2, the needs assessment and the program approach should be distinct to the needs of the populations being served in each individual setting. For example, programs that serve adolescents may have a different service focus than programs that serve adult postsecondary students. Teens may need a different kind of academic support and case management that involves the students' parents in ways that differ from the supports many young adults may need.

### **Report to the State**

For each fiscal year that an eligible institution receives funds under section I.1 or I.2 above, it must prepare and submit to the State, by the date determined by the State, a report that includes the following information:

1. An itemization of the pregnant and parenting student services program's expenditures for the fiscal year;

2. A review and evaluation of the performance of the program in fulfilling the requirements of this section, using the specific performance criteria or standards established by the State (see below); and
3. A description of the achievement of the office in meeting the needs of the students who are pregnant or are parents, and the frequency of use of the program by such students.

### **Performance Criteria**

Not later than 180 days before the Report to the State (described above) is due, the State shall identify the specific performance criteria or standards that shall be used to prepare the report and establish the form or format of the report. The State will share the performance criteria and the report format with the funded institution of higher education, high school or community service center.

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

A State may use amounts received under a grant to make funding available to its State Attorney General to assist statewide offices in providing one or more of the following:

Intervention services, accompaniment, and supportive social services for eligible pregnant women who are victims of domestic violence, sexual violence, sexual assault, or stalking.

Technical assistance and training relating to violence against eligible pregnant women to be made available to the following:

Federal, State, tribal, territorial, and local governments, law enforcement agencies, and courts.

Professionals working in legal, social service and health care settings.

Nonprofit organizations.

Faith-based organizations.

In order to receive funds from the State under this section, a State Attorney General must submit an application to the designated State agency at such time, in such manner, and containing such information, as specified by the State. For purpose of this program, an “eligible pregnant woman” means any female of any age who is pregnant on the date on which such woman becomes a victim of domestic violence, sexual violence, sexual assault, or stalking or who was pregnant during the one-year period before such date.

Technical assistance and training includes one or more of the following:

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, as appropriate;

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.

#### **4. Increasing Public Awareness and Education**

A State may use grant funds to make funding available to increase public awareness and education concerning any services available to pregnant and parenting teens and women under this funding announcement, or any other resources available to pregnant and parenting women in keeping with the intent and purposes of this funding announcement. Public awareness and education activities should assist pregnant and parenting teens and women to learn about available benefits and supportive services in the community and assist them with accessing such services. The State shall be responsible for setting guidelines or limits as to how much of funding may be utilized for public awareness and education in any funding award. In the application, States should clearly describe the guidelines or limits. Activities related to public awareness and education may include the development of user friendly websites and new media tools to increase such awareness and access to appropriate services. If funds will be made available for public awareness activities, the guidelines should establish a reasonable level of support. While public awareness campaigns are an allowable activity under this funding announcement, HHS encourages applications that are not solely focused on such activities, but rather are supportive of a broader set of activities supporting pregnant and parenting teens and

women. For example, while it is helpful to provide public information materials regarding Medicaid and CHIP, efforts to ensure that enrollment assistance is available to eligible students and their children is encouraged.

**Medical Accuracy** – States are expected to ensure that materials used in any activities funded under this announcement are medically accurate and complete. The term “medically accurate and complete” means 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.

## **II. AWARD INFORMATION**

OAH intends to make available approximately \$24 million to support up to 25 grants, funded per year for a project period not to exceed three years. Any application that proposes yearly funding over the maximum \$2,000,000 will *not* be considered.

Applications for less than \$500,000 per year will be considered for award based on individual circumstances and needs. In all cases, applicants should thoroughly describe the scope of the proposed project and justify the size of their budget request for each category of allowable services for which they are applying. Applicants should clearly request funding for one year in their grant application submissions. Funding for all approved budget periods beyond the first year of the grant is contingent upon the availability of funds, satisfactory progress of the project, and adequate stewardship of federal funds. States will be required to submit continuation applications for subsequent

budget years. The estimated start date for grants awarded under this announcement is September 1, 2010.

### **Summary of Funding**

Funding Instrument Type: State Grant

Anticipated Number of Awards: Up to 25

Award Floor: None

Award Ceiling: \$2,000,000

Project Period Length: 9/1/2010 – 8/31/2013

Awards Issued: 9/1/2010

Anticipated Start Date of the Grant: 9/1/2010

### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants**

Any State which includes the District of Columbia, any commonwealth possession, or other territory of the United States, and any Indian tribe or reservation is eligible to apply for a grant under this announcement. The authorized representative, established under State law, shall apply for and administer the grant awarded under this announcement. A signed letter from the authorized State representative must accompany the application; it should include documentation establishing the authorized representative's authority to apply for and administer the grant funds on behalf of the State. Agencies that might

apply on behalf of the State could include, but are not limited to the following types of State entities: state education, human services or health agencies.

Funded programs should build on, and not duplicate current Federal programs as well as state, local or community programs, and should coordinate with existing programs and resources as appropriate. Federal funds may not be used to replace the non-Federal or other Federal funds that would otherwise be made available for an activity.

## **2. Cost Sharing or Matching**

Institutions of Higher Education receiving funds from a State must provide 25 percent matching funds. High schools, community service centers and State Attorneys General receiving funds from a State, and entities that provide public awareness and education activities, are not required to provide matching or cost sharing.

## **3. Sub-Awards**

States may fund sub-awards with the Federal grant. Sub-awardees that are eligible institutions of higher education must comply with the 25 percent match requirement.

# **IV. APPLICATION AND SUBMISSION INFORMATION**

## **1. Address to Request Application Package**

Application kits may be obtained electronically by accessing Grants.gov at <http://www.grants.gov> or GrantSolutions at <http://www.grantsolutions.gov>. Application kit requests may also be made through the Grant Application Center, Office of Grants Management Operations Center, telephone 1-888-203-6161.

## **2. Content and Form of Application**

In preparing the application, it is important to follow ALL instructions and requirements provided in the application kit. Applications must be submitted on the forms supplied and in the manner prescribed in the application kit provided by the OAH.

## **Application Components**

Each application should include the following components placed in the order given:

### **1. Table of Contents**

Provide a table of contents that includes all items contained in the application.

### **2. Letter from the Authorized State Representative**

The transmittal letter signed by the Authorized State Representative must include the Code of Federal Domestic Assistance (CFDA) Number 93.500 and “Support for Pregnant and Parenting Teens and Women” as the funding announcement to which the application is responding. The letter should also include a citation of the authority of the authorized representative to apply for and administer funds on behalf of the State.

### **3. Application Abstract**

Applications should include a one-page abstract, which is not included within the 25-page application narrative limit. 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. Applicants should include a one-page abstract (no more than 500 words) in the application. The abstract may also be distributed to provide information to the public and Congress and represents a high-level summary of the project. As a result, applicants should prepare a clear, accurate, concise abstract that can be understood without reference to other parts of the application. The following information should be

included at the top of the Project Abstract (this information is not included in the 500 word maximum):

Name of State, Indian Tribe or Reservation  
Project Title  
Applicant Agency/Authorized State Representative  
Address  
Contact Name  
Contact Phone Numbers (Voice, Fax)  
E-Mail Address and Web Site Address, if applicable

#### **4. Application Narrative**

The application narrative cannot exceed 25 double-spaced pages with one-inch margins, using an easily readable 12-point font. Application narratives that exceed the page limit will be considered non-responsive and will not be entered into the review process. The application package should not be stapled or bound. All pages, figures, and tables must be numbered sequentially. The application narrative page limit does not include appendices and required forms. Use each of the headings in bold below throughout the application narrative. This will help the applicant, the reviewer, and Federal staff to gain a clear picture of the proposed program.

##### **A. Description of Problem and Need**

This section of the narrative is where the applicant establishes a simple and clear assessment of the needs related to pregnant and parenting teens and women attending institutions of higher education or high schools, or in communities that could be served by a community service center; and/or the need for improving services for eligible pregnant women who are victims of domestic violence, sexual violence, sexual assault, and stalking; and/or the need to increase public awareness and education concerning any

services available to pregnant and parenting teens and women. Also, describe any analysis that was conducted to identify the target populations and/or geographic areas. The discussion should include brief descriptions of existing programs that address the issues and gaps. The goal is to demonstrate that the applicant has assessed how best to use the available grant funds and where funds will be of most assistance. The State should identify those with greatest need that it will serve and how funds available under this funding announcement will be used to focus on specific populations and/or geographic areas with the greatest need that are underserved. The applicant should describe how project-supported activities are medically accurate and complete, incorporate cultural competency, age appropriateness, and linguistic and literacy appropriateness

## **B. Project Goals and Objectives**

Applicants are expected to propose goals, objectives, and a logic model in their application. This should include a clear description of the proposed project, including goal statements and related outcome objectives that are specific, measurable, achievable, realistic, and time framed (S.M.A.R.T.). These should be designed to identify and monitor progress in the development and implementation of the project, as well as to measure program outcomes. The applicant should describe how services, supports and linkages to existing services will improve the outcomes for pregnant teens and women, and their children. Measures of program outcomes may include, but are not limited to, graduation rates, school retention and reduction in drop out rates, access to prenatal care, parenting skills, infant mortality rate, subsequent pregnancy rates, and other maternal and child health outcomes.

### **C. Implementation Plan**

The applicant should describe the organizational structure of the responsible Department or work unit that will oversee the grant project. The description should include information about key staff and their roles. It should also describe the available resources and organizational capability to manage and implement the project, as well as coordinate with other agencies within the State. The implementation plan should explain how the applicant intends to use the grant funds, including which of the allowable uses it will direct funds toward (postsecondary student support, high school student support, reducing violence against eligible pregnant women, and public education/awareness) and develop an implementation plan for *each* proposed program activity since they each have a different approach. The plan should describe evidence-based programs or practices that will be utilized. States should include data supporting the effectiveness of the proposed evidence-based strategies. The plan should describe potential challenges to implementation and how they will be addressed. The implementation plan should address issues such as barriers to implementation, processes, procedures, monitoring and coordination. It should describe how the State will link to existing resources and health, education, and social services, and provide specific examples of partnerships, linkages, or networks that will be developed with the grant in order to provide pregnant and parenting students access to necessary services. Examples include, but are not limited to linking with home visiting programs as a potential resource; educating eligible persons about and assisting them to enroll in Medicaid or CHIP; providing information about and referrals to health and social service providers in the community; or utilizing free mobile information services such as Text4baby, a service designed to promote maternal and

child health. The plan should also include clear and reasonable guidelines or limits on the use of funds for public awareness and education activities.

#### **D. Work plan and Monitoring**

The State should include a work plan describing how it will manage the grant project.

The applicant should address how it will ensure program integrity, including a description of the steps that will be taken to ensure that the grant funds are used effectively and efficiently. This section should clearly address how the State will ensure the grant funds are used consistent with the authorizing statute and in accordance with the provisions set forth in this funding announcement. The State should describe the criteria it will establish in making any sub-awards and describe how it will identify specific performance criteria or standards that will be used by sub-awardees in submitting annual reports. The applicant should describe how it will monitor sub-awardees, and how it will coordinate efforts to assist pregnant and parenting students. The applicant should describe how they measure and assess program success and improved outcomes for participants. This section should also describe how the State will ensure the medical accuracy and completeness of materials used in grant supported efforts, whether conducted by the State or by sub-awardees.

#### **E. Stakeholder Participation**

This section should include a description of how the State will involve service recipients, existing health, education, and social service providers, institutions of higher education, high schools, community services centers and/or its State Attorneys General, as appropriate, in the design and implementation of the proposed project.

### **5. Budget Narrative**

As part of the total application, a budget narrative is required. The budget narrative is not included in the 25 page limit of the project narrative. The budget narrative should include detailed information for the first year and a brief summary of the budget for years 2-3. The budget narrative should justify the line items of the budget request and be organized so that each category of interest is clearly identified (i.e., there should be a sub-budget for each category included in the application). The narrative should thoroughly describe how the proposed categorical costs are derived. The necessity, reasonableness, and allocability of the proposed costs should be discussed. Matching funds and/or specific contributions proposed to meet the cost sharing requirement must be fully identified and described. For in-kind contributions, the source of the contribution and how the valuation of that contribution was determined must also be described. Provide a general description of how the proposed budget, matching funds, and sub-awardees' budgets support the administrative and programmatic activities necessary to manage the program and to accomplish the proposed activities. In all cases, applicants should thoroughly describe the scope of the proposed project and justify the size of their budget request for each category of allowable services for which they are applying. Grant applicants should include in their budget and implementation plan the attendance of at least one staff person at the State/Tribal level at a grantee meeting to be held in the Washington, DC area annually. The costs for attendance should address travel, lodging, meals, and incidentals.

## **6. Appendices**

Appendices may provide curriculum vitae, organizational structure, examples of organizational capabilities, or other supplemental information which supports the application. However, appendices are for supportive information only. All information

that is critical to the proposed project should be included in the body of the application. Appendices should be clearly labeled.

## **7. Submission Dates and Times**

To be considered for review, applications must be received by the OPHS Office of Grants Management, c/o Grant Application Center (GAC), by 8:00 p.m. Eastern Time for electronic applications and 5:00 p.m. Eastern Time for mailed applications on the application due date. Applications will be considered as meeting the deadline if they are received on or before the deadline.

### **Submission Mechanisms**

The Office of Public Health and Science (OPHS) provides multiple mechanisms for the submission of applications, as described in the following sections. Applicants will receive notification from the OPHS Office of Grants Management confirming the receipt of applications submitted using any of these mechanisms. Applications submitted to the OPHS Office of Grants Management Grant Application Center after the deadlines described below will not be accepted for review. Applications which do not conform to the requirements of the grant announcement will not be accepted for review and will be returned to the applicant. While applications are accepted in hard copy, the use of the electronic application submission capabilities provided by the Grants.gov and GrantSolutions.gov systems is encouraged. Applications may only be submitted electronically via the electronic submission mechanisms specified below. Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review.

In order to apply for new funding opportunities which are open to the public for competition, you may access the Grants.gov website portal. All OPHS funding opportunities and application kits are made available on Grants.gov. If your organization has/had a grantee business relationship with a grant program serviced by the OPHS Office of Grants Management, and you are applying as part of ongoing grantee related activities, please access GrantSolutions.gov.

Electronic grant application submissions must be submitted no later than 8:00 p.m. Eastern Time on the deadline date specified in the DATES section of the announcement using one of the electronic submission mechanisms specified below. All mail-in items must be received by the OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, no later than 5:00 p.m. Eastern Time on the next business day after the deadline date specified in the DATES section of the announcement. Applications will not be considered valid until all electronic application components, hard copy original signatures and mail-in items are received by the OPHS Office of Grants Management according to the deadlines specified above.

Paper grant application submissions must be submitted no later than 5:00 p.m. Eastern Time on the deadline date specified in the DATES section of the announcement. The address to be used for paper application submissions is OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209.

The application deadline date requirement specified in the announcement supersedes the instructions in the application form. Application submissions that do not adhere to the

due date requirements will be considered late and will be deemed ineligible, and may be returned to the applicant unread.

Applicants are encouraged to register and initiate electronic applications early in the application development process, and to submit early on the due date or before. This will aid in addressing any problems with submissions prior to the application deadline.

*Electronic Submissions via the Grants.gov Website Portal*

The Grants.gov Website Portal provides organizations with the ability to submit applications for OPHS grant opportunities. Organizations must successfully complete the necessary registration processes in order to submit an application. Information about this system as well as the required registration process is available on the Grants.gov website, <http://www.grants.gov>. . Please note that the registration process should be completed early in the application process. Registration in the grants.gov system can take several days to complete. All potential applicants must have an authorized representative registered with this online grants system. Please contact the web site at <http://www.grants.gov> for additional information.

In addition to electronically submitted materials, applicants may be required to submit hard copy signatures for certain program related forms, or original materials as required by the announcement. It is imperative that the applicant review both the grant announcement, as well as the application guidance provided within the Grants.gov application package, to determine such requirements. Any required hard copy materials, or documents that require a signature, must be submitted separately via mail to the Office of Grants Management Grant Application Center at the address specified above, and if required, must contain the original signature of an individual authorized to act for the

applicant agency and assume for the organization the obligations imposed by the terms and conditions of the grant award. When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review. There are no additional hard copy signature pages required for this FOA if submitting via grants.gov.

Electronic applications submitted via the Grants.gov Website Portal must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. Any files uploaded or attached to the Grants.gov application must be of the following file formats B Microsoft Word, Excel or PowerPoint, Corel WordPerfect, ASCII Text, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only). Even though Grants.gov allows applicants to attach any file format as part of their application, OPHS restricts this practice and only accepts the file formats identified above. Any file submitted as part of the Grants.gov application that is not in a file format identified above will not be accepted for processing and will be excluded from the application during the review process. The application must be submitted in a file format that can easily be copied and read by reviewers. It is recommended that scanned copies not be submitted through Grants.gov or GrantSolutions unless the applicant confirms the clarity of the documents. Pages cannot be reduced resulting in multiple pages on a single sheet to avoid exceeding the page limitation. All documents that do not conform to the above will be excluded from the application during the review process.

All required mail-in items must be received by the due date requirements specified above. **Mail-In items may only include publications, resumes, or organizational**

**documentation.** When submitting the required forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review. There are no additional hard copy signature pages required for this FOA if submitting via grants.gov.

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. It is critical that the applicant print and retain this confirmation for their records, as well as a copy of the entire application package. All applications submitted via the Grants.gov Website Portal will be validated by Grants.gov. Any applications deemed invalid by the Grants.gov Website Portal will not be transferred to the GrantSolutions system, and OPHS has no responsibility for any application that is not validated and transferred to OPHS from the Grants.gov Website Portal. Grants.gov will notify the applicant regarding the application validation status. Once the application is successfully validated by the Grants.gov Website Portal, applicants should immediately mail all required hard copy materials to the OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, to be received by the deadlines specified above. It is critical that the applicant clearly identify the organization name and Grants.gov Application Receipt Number on all hard copy materials.

Once the application is validated by Grants.gov, it will be electronically transferred to the GrantSolutions system for processing. Upon receipt of both the electronic application from the Grants.gov Website Portal, and the required hardcopy mail-in items, applicants

will receive notification via mail from the OPHS Office of Grants Management confirming the receipt of the application submitted using the Grants.gov Website Portal. Applicants should contact Grants.gov regarding any questions or concerns regarding the electronic application process conducted through the Grants.gov Website Portal.

*Electronic Submissions via the GrantSolutions System*

OPHS is a managing partner of the GrantSolutions system. GrantSolutions is a full life-cycle grants management system managed by the Administration for Children and Families, Department of Health and Human Services (HHS), and is designated by the Office of Management and Budget (OMB) as one of the three Government-wide grants management systems under the Grants Management Line of Business initiative (GMLoB). OPHS uses GrantSolutions for the electronic processing of all grant applications, as well as the electronic management of its entire Grant portfolio. When submitting applications via the GrantSolutions system, applicants are still required to submit a hard copy of the application face page (Standard Form 424) with the original signature of an individual authorized to act for the applicant agency and assume the obligations imposed by the terms and conditions of the grant award. If required, applicants will also need to submit a hard copy of the Standard Form LLL and/or certain Program related forms (e.g., Program Certifications) with the original signature of an individual authorized to act for the applicant agency. When submitting the required hardcopy forms, do not send the entire application. Complete hard copy applications submitted after the electronic submission will not be considered for review. Hard copy materials should be submitted to the OPHS Office of Grants Management GAC at the address specified above.

Electronic applications submitted via the GrantSolutions system must contain all completed online forms required by the application kit, the Program Narrative, Budget Narrative and any appendices or exhibits. The applicant may identify specific mail-in items to be sent to the Office of Grants Management (see mailing address above) separate from the electronic submission; however these mail-in items must be entered on the GrantSolutions Application Checklist at the time of electronic submission, and must be received by the due date requirements specified above. **Mail-In items may only include publications, resumes, or organizational documentation.**

Upon completion of a successful electronic application submission, the GrantSolutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Time) of the electronic application submission. This confirmation page will also provide a listing of all items that constitute the final application submission including all electronic application components, required hardcopy original signatures, and mail-in items. As items are received by the OPHS Office of Grants Management, the electronic application status will be updated to reflect the receipt of mail-in items. It is recommended that the applicant monitor the status of their application in the GrantSolutions system to ensure that all signatures and mail-in items are received.

*Mailed or Hand-Delivered Hard Copy Applications*

Applicants who submit applications in hard copy (via mail or hand-delivered) are required to submit an original and two copies of the application. The original application must be signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award. Mailed or hand-delivered applications will be considered as meeting the

deadline if they are received by the OPHS Office of Grants Management, c/o Grant Application Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209, on or before 5:00 p.m. Eastern Time on the deadline date specified in the DATES section of the announcement.

#### **8. Intergovernmental Review**

This program is not subject to State review by Executive Order 12372 and does not require review by the State's State Single Point of Contact (SPOC).

#### **9. Funding Restrictions**

If funding is requested in an amount greater than the ceiling of the award range, the application will be considered non-responsive and will not be entered into the review process. Grant funds may be used to cover costs of personnel, consultants, equipment, supplies, grant-related travel, and other grant-related costs. Grant funds may not be used for building alterations or renovations, construction, fund raising activities, political education or lobbying. The basis for determining the allowability and allocability of costs charged to HHS grants to States, local and tribal governments is set forth in 45 CFR Part 92. If applicants are uncertain whether a particular cost is allowable, they should contact the OPHS Office of Grants Management at 240-453-8822 for further information.

#### **10. Other Submission Requirements**

A Dun and Bradstreet Universal Numbering System (DUNS) number is required for all applications for federal assistance. Eligible applicant organizations should verify that they have a DUNS number or take the steps necessary to obtain one. Instructions for obtaining a DUNS number are included in the application package, and a link to

information about how to obtain a DUNS number is located on the OAH web site at <http://www.hhs.gov/ophs/oah/prevention/grants/forms/index.html>.

## **V. APPLICATION REVIEW INFORMATION**

### **1. Criteria**

Eligible competing grant applications will be externally reviewed by a multi-disciplinary panel of independent reviewers and subsequently reviewed by federal staff. All grant applications will be assessed and scored by the panel of independent reviewers according to the following criteria:

#### **1. Description of Problem and Need**

The extent to which the applicant clearly identifies the needs for support for the proposed geographic area or focal population of pregnant and parenting teens and women attending institutions of higher education or high schools or to be served by community service centers; and/or for improving services for eligible pregnant women who are victims of domestic violence, sexual violence, sexual assault and stalking and/or the need to increase public awareness and education concerning any services available to pregnant and parenting teens and women. The extent to which the applicant establishes a simple and clear assessment of the needs related to pregnant and parenting teens and women. The applicant includes a description of existing programs and services and gaps. The applicant identifies those with the greatest need, whether population groups or geographic areas, and describes how the funds will best be used to be of the greatest assistance. The extent to which the

applicant includes a clear statement of the needs for each of the service categories proposed. (20 points)

## 2. Project Goals and Objectives

The extent to which the applicant includes a clear description of the proposed projects, including goal statements and related outcomes objectives that are S.M.A.R.T. designed to identify and monitor program in the development and implementation of the project. Applicants may address a broad range of health, education, and social service outcomes. The application includes a logic model for the proposed project. The application clearly describes how services, supports and linkages to existing health, education, and social services will improve outcomes for pregnant teens and women and their children. (20 points)

## 3. Implementation Plan

The clarity of the implementation plan and the extent to which the applicant:

- describes the organization structure of the responsible work unit and key staff and staff roles. Includes a clear description of available resources and organization capacity to manage the project.
- explains how the funds will be used and includes an implementation plan distinct to each category of program activities proposed.
- addresses the needs of the proposed geographic area or focal population(s);
- addresses the proposed evidence-based strategies to be implemented with accompanying support identifying their effectiveness;

- addresses issues such as barriers to implementation, processes, procedures, monitoring, and coordination;
- identifies and works with qualified and culturally competent providers of services in the community;
- demonstrates that it is leveraging existing resources and linkages to existing services; and
- provides clear and reasonable guidelines on the use of funds for public awareness and education activities. (20 points)

#### 4. Work plan and Monitoring

The extent to which the State demonstrates that it will effectively monitor the grant project, including the work of all sub-awardees to assure program integrity to proposed plans, assure the medical accuracy and completeness of materials used, and is responsive to the purposes of the authorizing statute and this funding announcement. The extent to which the State demonstrates a clear plan for making any sub-awards, the development of performance standards (as appropriate), and the development of annual reporting requirements by sub-awardees, as appropriate. The extent to which the applicant includes a clear description of the criteria to be used in making any sub-awards. The extent to which the application describes how program success or improved health, education, and social outcomes for pregnant and parenting students and their children will be measured and assessed. (20 points)

#### 5. Budget

The extent to which the applicant provides a detailed first-year budget and line item justification for all operating expenses that is consistent with the proposed program objectives. The extent to which the applicant justifies the size of their budget request for each category of allowable services for which they are applying. The extent to which the applicant includes a budget for key staff to participate in the annual grantee conference. (15 points)

#### 6. Stakeholder Participation

The extent to which the State has and will involve service recipients, existing health, education, and social service providers, institutions of higher education, high schools, community service centers and/or the States Attorneys General in the design and/or implementation of the proposed project. (5 points).

## **2. Review and Selection Process**

Applications in response to this funding announcement will be reviewed on a nationwide basis and in competition with other submitted applications. Eligible applications will be reviewed by an Objective Review Committee which will apply the above review criteria in order to derive priority scores. The review may include both expert peer reviewers and Federal staff who will review each application that meets the responsiveness and screening criteria. Additionally, the review results may form the basis for development of the programmatic terms and conditions of a particular grant. Final award decisions will be made by the Director of the Office of Adolescent Health. In making decisions, the Director will take into account the scores and rank order given by the review panel and other factors including the following:

- a. recommendations and comments on the applications submitted by the review panels;
- b. geographic distribution of resources;
- c. the geographic area to be served, specifically whether the target service area is among the underserved areas and populations;
- d. the extent to which there are a broad range of programs both in size and scope:  
and
- e. the reasonableness of the estimated cost of the project based on factors such as the availability of services the geographic area

### **3. Anticipated Announcement and Award**

OAH anticipates announcing and awarding grantees under this announcement by September 1, 2010.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices**

OAH does not release information about individual applications during the review process until final funding decisions have been made. When final funding decisions have been made, the applicant's authorized representative will be notified of the outcome of their application by postal mail. The official document notifying an applicant that an application has been approved for funding is the Notice of Grant Award signed by the Grants Management Officer, OPHS Office of Grants Management, which specifies to the grantee the amount of money awarded, the purposes of the grant, the length of the project

period, terms and conditions of the grant award, and the amount of funding to be contributed by the grantee to project costs.

## **2. Administrative and National Policy Requirements**

The regulations set out at 45 CFR Part 92 are the Department of Health and Human Services (HHS) rules and requirements that govern the administration of these grants. Part 92 governs awards to state, local and tribal governments. Applicants funded under this announcement must be aware of and comply with these regulations. The CFR volume that includes Part 92 may be downloaded from

[http://www.access.gpo.gov/nara/cfr/waisidx\\_09/45cfrv1\\_09.html](http://www.access.gpo.gov/nara/cfr/waisidx_09/45cfrv1_09.html) .

All applicants with education programs and activities funded under I.1 and I.2 must demonstrate appropriate compliance with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§1681 *et seq.*

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees shall clearly state the percentage and dollar amount of the total costs of the program or project which will be financed with federal money and the percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

## **3. Reporting**

Applicants funded under this grant announcement will be required to electronically submit an End-of-Year Report as well as a Financial Status report 90 days after the grant budget period ends. As part of the End-of-Year Report, the State will submit information on the number of eligible institutions of higher education, high schools and community

service centers that were awarded funds and the number of students served by each pregnant and parenting student services office receiving funds under section I.1 and I.2. The applicant is expected to include information about performance criteria and standards established for institutions of higher education, high schools and community service centers funded through the grant. The applicant is also expected to include information about the due dates for reports to the State from such entities. Applicants should include all information about any activities funded through State Attorneys General and any public awareness or education activities conducted with the Federal grant funds, including any relevant program performance or process assessments. The State is expected to include summaries of all reports it receives from institutions of higher education, high schools and community service centers that receive funds under this funding announcement.

## **VII. AGENCY CONTACTS**

### **1. Administrative and Budgetary Contact Requirements**

For information related to administrative and financial/budgetary requirements, contact the OPHS Office of Grants Management, 1101 Wootton Parkway, Suite 550, Rockville, MD 20852; or call 240-453-8822.

### **2. Program Contact Requirements**

For information related to the OAH program requirements, contact the OPHS OAH at 1101 Wootton Parkway, Suite 700, Rockville, MD 20852; or call Megan Landry at 240-453-8128. Questions may also be directed to the OAH via e-mail at oah.gov@hhs.gov. If contacting the OAH by e-mail, please include the phrase "*Support for Pregnant and Parenting Teens and Women Question*" in the subject heading.

### **3. Application Submission Requirements**

For information related to the grant application submission process, contact the Grant Application Center, Office of Grants Management Operations Center, 1515 Wilson Blvd., Suite 100, Arlington, VA 22209; or call 1-888-203-6161.

## **VIII. OTHER INFORMATION**

### **Application Submission Tracking Information**

Applicants are encouraged to complete the application submission mechanism tracking form contained in Appendix A. This form will be used to track grant applications throughout the grant application process.

### **Applicant Technical Assistance**

The OAH anticipates conducting a conference call to assist the public in learning more about the purposes and requirements of this FOA, the application process, budgeting information, and considerations that might help to improve the quality of grant applications. The OAH strongly encourages applicants to participate in the conference call. The OAH recommends that key staff personnel participate such as a program director, a program evaluator, a financial representative, a grant writer, and identified partners within the State. Participants will be able to ask questions and receive pertinent feedback during this conference call. Applicants may refer to the OAH website at <http://www.hhs.gov/ohs/oah> for information on the date and time for the technical assistance conference call and to obtain registration information.

### **Annual Grantee Conference**

All grantees should budget annually the costs of sending at least one key staff person to attend one meeting in the Washington, D.C. area. The meeting will provide specific training and important program requirement updates.

**Grantee Technical Assistance**

The OAH will facilitate training and technical assistance to ensure quality program and evaluation implementation. Applicants should budget for two staff to participate in person at three training and technical assistance workshops per year.

Appendix A – Application Submission Tracking Form

Appendix B – Glossary of Terms

**Dated:**

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**Evelyn M. Kappeler**  
**Acting Director**  
**Office of Adolescent Health**

**Appendix A – Application Submission Tracking Form**

**Directions:** This form will be used to track grant applications throughout the grant submission and review process. Applicants must complete and submit this form at the time of application submission. Applicants must fax OR email this form to the Office of Adolescent Health.

**FAX: 240-453-2801**

**EMAIL: oah.gov@hhs.gov**

<b>Applicant Organization (name and address):</b>  <b>Contact Person responsible for application submission:</b> <b>Telephone:</b> <b>Email Address:</b>
<b>This application is in response to which funding opportunity?</b>  ___ <b>Availability of Funds for Support for Pregnant and Parenting Teens and Women (CFDA) Number:</b>
<b>How are you submitting your grant application?</b> ___ Grants.gov (Internet-based system) ___ GrantSolutions.gov (Internet-based system) ___ Mailed-in paper application

<b>IMPORTANT NOTE:</b> Agencies that choose to submit applications through either the Grants.gov or GrantSolutions.gov internet-based systems <b>MUST</b> provide the application number that was automatically generated during the submission process in the space provided below. (Hand-delivered and mailed-in applications will not be assigned numbers.)  <b>ELECTRONIC APPLICATION NUMBER:</b> _____
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## **Appendix B – Glossary of Terms**

**ACCOMPANIMENT**- The term "accompaniment" means assisting, representing, and accompanying a woman in seeking judicial relief for child support, child custody, restraining orders, and restitution for harm to persons and property, and in filing criminal charges, and may include the payment of court costs and reasonable attorney and witness fees associated therewith.

**COMMUNITY SERVICE CENTER** - The term "community service center" means a non-profit organization that provides social services to residents of a specific geographical area via direct service or by contract with a local governmental agency.

**ELIGIBLE INSTITUTION OF HIGHER EDUCATION** - The term "eligible institution of higher education" means an institution of higher education (as such term is defined in section 101 of the Higher Education Act of 1965 (20 U.S.C. 1001)) that has established and operates, or agrees to establish and operate upon the receipt of a grant under this part, a pregnant and parenting student services office.

**ELIGIBLE PREGNANT WOMAN** – The term "eligible pregnant woman" means any female of any age who is pregnant on the date on which such woman becomes a victim of domestic violence, sexual violence, sexual assault, or stalking or who was pregnant during the one-year period before such date.

**HIGH SCHOOL** - The term "high school" means any public or private school that operates grades 10 through 12, inclusive, grades 9 through 12, inclusive or grades 7 through 12, inclusive.

**INTERVENTION SERVICES** - The term "intervention services" means, with respect to domestic violence, sexual violence, sexual assault, or stalking, 24-hour telephone hotline services for police protection and referral to shelters.

**MEDICALLY ACCURATE AND COMPLETE** – The term "medically accurate and complete" means 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.

**SECRETARY**- The term "Secretary" means the Secretary of Health and Human Services.

**STATE** - The term "State" includes the District of Columbia, any commonwealth, possession, or other territory of the United States, and any Indian tribe or reservation.

**SUPPORTIVE SOCIAL SERVICES** - The term "supportive social services" means transitional and permanent housing, vocational counseling, and individual and group

counseling aimed at preventing domestic violence, sexual violence, sexual assault, or stalking.

**VIOLENCE** - The term “violence” means actual violence and the risk or threat of violence.