

OFFICE OF ADOLESCENT HEALTH

GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION GRANT APPLICATION

Pregnancy Assistance Fund Grantees



Applications Due: May 31, 2012

Office of Adolescent Health

GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION GRANT
APPLICATION

Table of Contents

PART ONE: GENERAL INSTRUCTIONS	3
PART TWO: APPLICATION SUBMISSION	4
PART THREE: APPLICATION CONTENT	5
I. Required Forms and Other Required Information	5
II. Table of Contents	6
III. Project Narrative	6
a. Six-Month Progress Report for Current Budget Period	6
b. Work plan for Upcoming Budget Period	7
IV. Budget	8
a. SF 424A Budget Information	8
b. Detailed Budget and Budget Justification	9
V. Appendices	10
PART FOUR: EXHIBIT INFORMATION AND SAMPLE FORMATS	11
EXHIBIT A. EXAMPLE PROGRESS REPORT TEMPLATE	12
EXHIBIT B. EXAMPLE PROGRESS REPORT	14
EXHIBIT C. EXAMPLE WORK PLAN TEMPLATE #1	15
EXHIBIT D: EXAMPLE WORK PLAN TEMPLATE #2	16
EXHIBIT E: EXAMPLE WORK PLAN	18
EXHIBIT F. CONTINUATION APPLICATION CHECKLIST FOR PAF GRANTEES	19

Office of Adolescent Health
GUIDANCE FOR PREPARING A NON-COMPETING CONTINUATION
GRANT APPLICATION

PART ONE: GENERAL INSTRUCTIONS

Eligibility

These instructions are applicable to existing Office of Adolescent Health Pregnancy Assistance Fund grantees and provide guidance on the preparation and submission of a non-competing continuation grant application.

Purpose

The purpose of a non-competing continuation grant application is to:

- Report on the progress of the project during the current budget year.
- Provide a work plan (inclusive of program and evaluation activities) for the upcoming budget year.
- Provide a detailed budget and budget narrative justification for the upcoming year.

Each section of the continuation application should justify and support the other sections. The Exhibits included in this Guidance offer examples of how to provide the required information in a clear and succinct way.

The OAH Guidance for Preparing a Non-Competing Continuation Grant Application prescribes the content, information, and data requirements for OAH non-competing grant applications. This guidance should be used in conjunction with the Funding Opportunity Announcement (FOA) under which the competing grant application was funded and any other application materials provided by the Office of Grants Management or posted at GrantsSolutions.gov in the non-competing application kit. The FOA provides information and guidance for grantees for the entire project period.

Non-competing continuation grant applications will be reviewed by the OAH Project Officer and the OASH Office of Grants Management Grants Management Specialist. The application must provide detailed information on the progress in accomplishing goals and objectives during the first six months of the current budget year; a detailed work plan that outlines the goals, objectives, and activities for the upcoming budget year; and a detailed budget and budget justification for the upcoming budget year. Carryover requests should not be included in non-competing continuation grant applications.

PART TWO: NON-COMPETING APPLICATION PREPARATION AND SUBMISSION

Application Submission

The Office of the Assistant Secretary for Health (OASH) provides grantees with the ability to submit non-competing continuation applications electronically via GrantSolutions.gov. Applicants will receive notification from GrantSolutions.gov via email confirmation receipt. Hard copy application submissions are no longer accepted by the OASH Office of Grants Management.

Any applications submitted via any other means of electronic communication, including facsimile or electronic mail, will not be accepted for review. Grantees are encouraged to initiate electronic applications early in the application development process, and to submit early on or before the due date. This will aid in addressing any problems with submission prior to the application deadline.

Applications must be received by **Thursday, May 31, 2012 at 11:00 p.m. Eastern Standard Time**. Applications submitted electronically to GrantSolutions.gov after the deadline will not be accepted for review.

Your non-competing continuation application kit can be found in GrantSolutions.gov. If you encounter any difficulties submitting your non-competing continuation grant application through GrantSolutions.gov, please contact the GrantSolutions helpdesk at (866) 577-0771 or App_Support@ACF.HHS.GOV prior to the submission deadline. If you need further information regarding the application process, please contact your Grants Management Specialist. For programmatic information, please contact your OAH Project Officer.

Electronic Submissions via the GrantSolutions System

Electronic applications submitted via the GrantSolutions system must contain all completed online forms required by the application kit, the Project Narrative, Budget Information and any appendices. Electronic non-competing continuation grant application submissions must be submitted no later than 11:00 p.m. Eastern Standard Time May 31, 2012. Grantees are no longer required to submit a hard copy of the application face page with the original signature.

Non-competing continuation grant applications will not be considered valid until all electronic application components are received by the OASH Office of Grants Management according to the deadlines specified above. Upon completion of a successful electronic application submission, the GrantSolutions system will provide the grantee with a confirmation page indicating the date and time (Eastern Standard 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.

As items are received by the OASH Office of Grants Management, the electronic non-competing application status will be updated to reflect receipt of the items. It is recommended that the grantee monitor the status of their application in GrantSolutions to ensure all items are received.

PART THREE: NON-COMPETING APPLICATION CONTENT

The non-competing continuation grant application should include the required OASH grants management forms, a table of contents, project narrative that includes both a progress report for the first six months of the current project period and a work plan for the upcoming budget year, detailed budget narrative and budget justification for the upcoming budget year, and any additional materials in the appendices. The contents of the application should be properly labeled and numbered. Contents should be complete and written in 12-point font.

Adherence to the following guidelines will facilitate the review of the non-competing continuation application and will ensure that the required components are submitted. Non-competing continuation application narratives are evaluated on the basis of substance, not length. Cross-referencing should be used rather than repetition.

I. REQUIRED FORMS AND OTHER REQUIRED INFORMATION

Table 1 below lists the required forms and other information that must be submitted within this section of the non-competing application.

Table 1

Form	Required for Non-Competing Continuation Grant Applications	Source of Form
SF-424, Application for Federal Assistance	✓	Non-competing continuation application kit at www.grantsolutions.gov
SF-424A, Budget Information Non-Construction Program	✓	Non-competing continuation application kit at www.grantsolutions.gov
SF-424B, Assurances Non-Construction Program	✓	Non-competing continuation application kit at www.grantsolutions.gov
SF-LLL, Disclosure of Lobbying Activities	✓	Non-competing continuation application kit at www.grantsolutions.gov

II. TABLE OF CONTENTS

A Table of Contents outlining the components of the application is required and will provide assurance that all required sections of the non-competing continuation grant application have been included.

III. PROJECT NARRATIVE

The Project Narrative must include the following:

- A. Six-month Progress Report:** Describes the completion of objectives and activities during the first six months of the current budget period as reflected in your Notice of Grant Award (September 1, 2011 – February 29, 2012).
- B. Year Three Work plan:** Describes the goals, objectives, activities, timeline, person/agency responsible for accomplishing each activity, and the measures of effectiveness for each objective for the next budget year (September 1, 2012 – August 31, 2013).

A. Six-Month Progress Report

The six-month progress report should describe the completion of objectives and activities during the first six months of the current budget period as reflected in the Notice of Grant Award (September 1, 2011 – February 29, 2012).

The progress report is a mechanism through which grantees detail their accomplishments and activities over the first six months of the current budget period. All goals, objectives, and activities identified in the six-month progress report should be clearly connected. Each activity identified and described should directly support a corresponding objective. The progress report should include a thorough description of all objectives and activities to support the grant program, including those focused on project management, program implementation, and evaluation.

In order to appropriately document the progress of the grant, the progress report should include explanations for each objective and activity identified. Explanations for achieving or not achieving the identified objective or activity should include supportive statements. Descriptions supporting the accomplishment of the objective or activity should provide more information than a “yes” or “no” response.

The progress report should:

- Describe the status (met, ongoing, or unmet) of each objective and activity.
- Provide a narrative describing what has been done to work toward accomplishing the objectives and completing the planned activities (include any outcomes to date).
- Describe any barriers encountered, and how the barriers were addressed.
- If applicable, include the reasons that goals or objectives were not met and a discussion of assistance needed to resolve the situation.

- Report on any other significant project activities, accomplishments, setbacks or modifications (e.g., change in key staff, change in scope) that have occurred during the six-month reporting period and were not part of the program work plan. These should include legislative and/or judicial actions impacting the program, as well as agency events.

Exhibit F provides a checklist of key information that should be included in the progress report. The items listed in the checklist represent required activities as stated in the funding announcement. Ultimately, the progress report should be specific to your program and should provide a thorough update on the status of your program objectives and activities completed during the six-month period. The checklist provides guidance on the minimum activities that should be included in the progress report, but is not exhaustive.

The narrative included in your progress report should be detailed and supporting documents (included as Appendices) should be included if they add clarity or depth, substantiate the narrative, and/or present information succinctly. Extensive appendices are not required. Six-month progress reports are evaluated on the basis of substance, not length. Cross-referencing should be used rather than repetition.

See **Exhibit A** for an example of a Six-Month Progress Report Template.

See **Exhibit B** for an example of a partially completed Six-Month Progress Report.

See **Exhibit F** for the Continuation Application Checklist with a list of key information to include in the progress report.

B. Year Three Work plan

The work plan for Year Three (September 1, 2012 – August 31, 2013) should include the long-term goals that span the life of the five-year grant program, as well as the objectives and activities that will be completed during year three to assist in achieving the long-term goals. Programmatic efforts outlined in the work plan must align with the guidance included in the original Funding Opportunity Announcement, available at <http://www.hhs.gov/ash/oah/grants/closed-grants.html>.

The work plan should include both program-specific and evaluation-specific objectives and activities. All objectives should be SMART (specific, measurable, achievable, realistic, and time-phased). More information on writing SMART objectives is available at: <http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf>.

For each objective:

- Provide a rationale for the objective;
- List the activities that will be implemented to accomplish the objective;
- Provide a timeline for accomplishing each activity;
- Identify the person/agency responsible for completing each activity; and
- Identify how you will assess the achievement of the activity.

The approved work plan is intended to be an ongoing monitoring and evaluation tool for both the grantee and the Office of Adolescent Health to use throughout the approved project period.

Exhibit F provides a checklist of key information that should be included in the work plan. The items listed in the checklist represent required activities as stated in the funding announcement. Ultimately, the work plan should be specific to your program and should provide a thorough description of the objectives and activities planned for year three. The checklist provides guidance on the minimum activities that should be included in the work plan, but is not exhaustive.

See **Exhibits C & D** for examples of Work plan Templates.

See **Exhibit E** for an example of a partially completed Work plan.

See **Exhibit F** for the Continuation Application Checklist with a list of key information to include in the work plan.

IV. BUDGET INFORMATION

This section of the non-competing continuation grant application includes the proposed budget for the upcoming budget period and a narrative budget justification. The budget request should support and align with the proposed work plan. Items required to complete activities in the work plan should be budgeted.

In addition to the Federal funds requested, the budget information must include other Federal and non-Federal funds used to carry out the objectives included in the work plan.

A. The SF-424A Budget Information

The non-competing continuation grant application must include an SF-424A Budget Information Non-Construction Program Form. Instructions for completing the SF-424A are found in the non-competing continuation application kit on www.grantsolutions.gov. The guidance below provides supplemental information to these instructions.

1. SF 424A, Section A: Budget Summary

Columns – Federal (c.) and Non-Federal (d) must be completed by all grantees to report the estimated amount of funds for each category which will remain unobligated at the end of the current year two grant funding period. In column (e.) enter total Federal amount for year 3. If applicable, in column (f.) enter the total Non-Federal in-kind or required matching contribution amount for year 3.

2. SF 424A, Section B: Budget Categories

This section is a summary of all budget calculations and information for the budget period. Use Column 1 for the basic OAH program budget. The Columns could be used as follows: Column 1-Federal and Column 5-Total Federal.

The budget categories/object class categories on the 424A are to reflect the grantee's total proposed Federal costs for: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Other, and Indirect Costs. More specificity about the costs in each of these object class categories should be presented in the grantee's detailed budget and budget narrative justification.

3. SF 424A, Section C: Non-Federal/Matching Resources

The grantee should include realistic revenue projections that reflect actual sources of income for the project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federally-funded projects, the sale of commodities or items fabricated under an award, and license fees and royalties on patents and copyrights.

4. SF424A, Section F: Other Budget Information

Indirect cost rates budgeted for the grantee and sub-recipients should be in accordance with the indirect cost agreement allowing such costs. The grantee must have a current and approved indirect cost rate agreement or an accepted cost allocation plan with DHHS or another Federal agency in order to claim reimbursement for indirect costs.

B. Detailed Budget and Budget Justification

Provide budget information that includes itemized detail by object class category. If there are budget items for which costs are shared with other federal or non-federal programs, the basis for the allocation of costs should be explained. A budget and budget narrative justification should be submitted for the upcoming year of the project that is detailed, reasonable, adequate, cost efficient, and that is derived from the proposed work plan. Sufficient detail should be provided so that the reviewer is able to determine the adequacy and appropriateness of budgeted items related to the proposed activities. From the detailed budget and the budget narrative justification, the reviewer should be able to assess how the budget relates directly to the goals and objectives in the proposed work plan.

The following level of detail should be provided:

1. Personnel and Fringe Benefits

- a. Identify each staff position
- b. Provide the names of each staff person identified for each position and the annual salary, number of months and percentage of time allotted to the project. If a key position is vacant, include the anticipated hiring date.

- c. Provide a listing of all remaining filled and vacant positions, percentage of time allocated to the project, number of months, and projected salaries.
- d. Itemize the components that comprise the fringe benefits rate (e.g., health insurance, FICA, life insurance, retirement plan, etc.).

2. Travel

Identify the purposes of travel. Costs can be aggregated by category/purpose, numbers of staff and trips (e.g., project director meetings, site evaluations, training). Costs for each category/purpose should be provided. Remember that you are required to budget travel for staff to attend the annual OAH grantee conference and 2 regional trainings each year. The specific travel requirements are included in the original FOA.

3. Equipment

List only those equipment items costing \$5,000 or more per unit.

4. Supplies

Categorize supplies according to type, such as office supplies, training materials, etc. List items under supplies with cost less than \$5,000 per unit.

5. Contractual

List all sub-recipients/delegate agencies and/or contract providers and the amount of OAH funds and non-OAH resources allocated/contributed for each. Provide an itemized budget with a detailed justification for the costs associated with each contract. From the itemized budget, the reviewer should be able to assess how the total amount requested for the contract was determined.

6. Other

Itemize all costs in this category and explain each in sufficient detail to enable determinations for whether each cost is allowable. In most cases, consultant costs for technical assistance, legal fees, rent, utilities, insurance, printing, dues, subscriptions, and audit related costs would fall under this category.

7. Indirect Costs

Grantees must have a current and approved indirect cost rate agreement or an accepted cost allocation plan with HHS or other Federal agency in order to claim indirect reimbursement costs. Provide an explanation of the calculation of indirect costs that includes the rate, the base, how the base is calculated, and the total amount. Identify the amount of indirect cost charged to the Federal share of the budget.

V. APPENDICES

Supporting documents that add value or clarity to the information presented in the progress report or work plan should be included in the appendices. Materials included in the appendices should present information clearly and succinctly. Extensive appendices are not required.

PART FOUR: EXHIBIT INFORMATION AND SAMPLE FORMATS

EXHIBIT A. EXAMPLE PROGRESS REPORT TEMPLATE

EXHIBIT B. EXAMPLE PROGRESS REPORT

EXHIBIT C. EXAMPLE WORK PLAN TEMPLATE #1

EXHIBIT D: EXAMPLE WORK PLAN TEMPLATE #2

EXHIBIT E: EXAMPLE WORK PLAN

EXHIBIT F. CONTINUATION APPLICATION CHECKLIST FOR PAF GRANTEES

EXHIBIT A – Example Six-Month Progress Report Template

Name of Grantee

Grant #:

September 1, 2011 – February 29, 2012

Goal:		
Objective:	<p>In Progress</p> <p>Met</p> <p>Unmet</p>	<p>Provide a brief description of the accomplishments, barriers encountered, populations served, activities undertaken and the collaborative partners involved in working toward the objective. Document any outcomes that are a result of your grant-funded activities. Provide a justification for any objectives that are not currently either in progress or met along with a description for how you are planning to proceed on any unmet objectives.</p>
Activity:	<p>In Progress</p> <p>Met</p> <p>Unmet</p>	<p>Describe the activities that have taken place to date and any barriers encountered. Document any outcomes that are a result of your grant-funded activities. Provide a justification for any redirection of activities (i.e. unmet, revised).</p>
Activity:	<p>In Progress</p> <p>Met</p> <p>Unmet</p>	<p>Describe the activities that have taken place to date and any barriers encountered. Document any outcomes that are a result of your grant-funded activities. Provide a justification for any redirection of activities (i.e. unmet, revised).</p>
Activity:	<p>In Progress</p> <p>Met</p> <p>Unmet</p>	<p>Describe the activities that have taken place to date and any barriers encountered. Document any outcomes that are a result of your grant-funded activities. Provide a justification for any redirection of activities (i.e. unmet, revised).</p>

EXHIBIT A – Six-Month Progress Report – p. 2

Additional Narrative

Report on any other significant project activities, accomplishments, setbacks or modifications (e.g. change in key staff, change in scope) that have occurred in the current budget period and were not part of the program work plan. These should include legislative and/or judicial actions impacting the program, as well as agency events.

Trainings

Please provide feedback on the OAH provided trainings and technical assistance provided, including the regional TA meetings, TA webinars, tip sheets, evaluation webinars, and evaluation briefs. Please provide specific comments on what you as a grantee have found useful and what areas you would like to see improved upon.

EXHIBIT B: Example Six-Month Progress Report (Partial)

Grantee X, Grant #:xxxxx

September 1, 2011 – February 29, 2012

Goal: Replicate xxx evidence-based program in 60 sites across xxx County.

<p>Objective: By August 31, 2012 train all facilitators in the xxx evidence-based program model.</p>	<p>In Progress</p>	<p>By the end of the first grant year, we will have trained all 60 facilitators in the xxx evidence-based program model. To date, we have accomplished 75% of the activities under this objective. We searched for organizations that were certified to conduct training on the evidence-based program, had a conversation with each organization about the content and cost of their training, selected and entered into an agreement with xxx organization to conduct our trainings, and have conducted two of the four facilitator trainings. We're offering the same training four times to provide options in the location and timing of the training and to limit each training to no more than 15 participants. The remaining two trainings will be completed in May.</p>
<p>Activity: Identify and secure a trainer to conduct training on xxx evidence-based program.</p>	<p>Met</p>	<p>We identified three organizations that were certified to conduct trainings in xxx evidence-based program. We contacted each organization to learn more about the content and cost of their training. Each organization offered a three-day training, but one organization also included 20 hours of follow-up technical assistance in their training plan. The cost estimates from the three organizations were similar. We decided that having the 20 additional hours of technical assistance from the trainer would be beneficial since this is a new program for all of our facilitators, therefore we selected xxx organization. We signed a contract with xxx organization to conduct four identical three-day trainings for our facilitators and to provide 20 hours of follow-up technical assistance. It was agreed that our organization would take care of the logistics and registration for each training.</p>
<p>Activity: Conduct four, 3-day trainings in the xxx evidence-based program for program facilitators.</p>	<p>Partially Met</p>	<p>Training dates and locations for four 3-day trainings were secured: March 22-24 (xxx location in Kansas City); April 14-16 (xxx location in Baltimore, MD); May 2-4 (xxx location in St. Louis); and May 20-22 (xxx location in Atlanta)</p> <p>Trainings were advertised to the 60 facilitators who are implementing the xxx evidence-based program. Each training includes an overview of the program model, core components, and teaching philosophy; a detailed review of the activities included in the program; time for each participant to practice delivering the program activities; review of the fidelity monitoring tools; discussion about allowable adaptations; and review of the available evaluation tools (see Appendix A – Training Agenda). Training participants completed an evaluation form after the training. Results have been analyzed for the first two trainings and indicate that facilitators are confident in their ability to implement the program with fidelity as a result of the training.</p>

EXHIBIT C – Example Work plan Template
September 1, 2012 – August 31, 2013

Grantee Name _____

Funds Requested _____

<i>Goal 1:</i>		
<i>Objective 1:</i>		
<i>Rationale</i> for Objective 1:		
Measures of Accomplishment for Objective 1: a. b. c.		
<i>Activities</i> in support of Objective 1: a. b. c.	Person/agency responsible for <i>Accomplishing Activities</i> . a. b. c.	<i>Activity Timeline</i> . a. b. c.

EXHIBIT D – Example Work plan Template
September 1, 2012 – August 31, 2013

Grantee Name _____

Funds Requested _____

Goal I: Goal Statement															
Objectives	Activities	Timeline												Measures of Accomplishment	Person Responsible
		S	O	N	D	J	F	M	A	M	J	J	A		
Objective 1:	Activity 1:														
	Activity 2:														
	Activity 3:														
Objective Rationale:	Activity 4:														
	Activity 5:														
Objective 2:	Activity 1:														
	Activity 2:														
Objective Rationale:	Activity 3:														

Work plan Instructions

- 1) **Name:** Name of the grantee organization.
- 2) **Funds Requested:** Funds requested for project period.
- 3) **Goal 1:** A broad statement of program purpose which describes the expected long-term effects of a program. Goals should address the program's effect in reducing a health problem and identify the target population to be affected. Although only Goal I is shown as an example in the suggested work plan format, you should include all programmatic goals in your work plan.
- 4) **Objective 1:** A statement describing the results to be achieved and the manner in which these results will be achieved. Objectives should be **SMART**, that is, **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime-phased. **Specific** objectives include *who* will be targeted and *what* will be accomplished; **measurable** objectives include *how much* change is expected specifically enough that achievement of the objective can be measured through counting or through documenting change or completion; **achievable** objectives can be realistically accomplished given existing resources and constraints; **realistic** objectives address the scope of the problem and reasonable programmatic steps; and **time-phased** objectives provide a time line indicating when the objective will be measured or a time by which the objective will be met. Although we only include one-two objectives in the example work plan template, you should list all objectives that support each goal in your work plan.
- 5) **Rationale for the Objective:** why you think the objective will contribute to accomplishing the goal. The objective should relate to the goal and should link to outcomes on the logic model leading to the desired outcomes. In addition, you may provide context that shows why this objective is necessary given your program's resources or constraints.
- 6) **Activities** - describe anticipated events that will take place as part of your program in support of the objective. Although we only include a few activities in the example work plan template for each objective, you should list all activities for each objective.
- 7) **Timeline for Activities** – identify when the activity will be implemented.
- 8) **Measurement of Accomplishment** – these are the quantifiable criteria that describe how you know if you succeeded in accomplishing an objective. Measures might include target numbers or they might include quantifiable changes or completion of an activity.
- 9) **Person Responsible** - who is most responsible for ensuring that each activity is accomplished.

EXHIBIT E – Example Work plan
September 1, 2012 – August 31, 2013

Goal I: Replicate xxx evidence-based program in 60 sites across xxx County.															
Objectives	Activities	Timeline											Measures of Accomplishment	Person Responsible	
		S	O	N	D	J	F	M	A	M	J	J			A
<p><u>Objective 1:</u> By August 31, 2012 train all facilitators in the xxx evidence-based program model.</p> <p><u>Objective Rationale:</u> All facilitators need to be trained in the evidence-based program to replicate the program with fidelity.</p>	<p><u>Activity 1:</u> Research organizations available to provide training on the evidence-based program</p>		X											Potential training organizations identified	Project Director
	<p><u>Activity 2:</u> Secure contract with organization selected to conduct training</p>			X										Written contract in place with organization	Project Director
	<p><u>Activity 3:</u> Confirm training dates and locations for four 3-day trainings</p>				X	X								Training dates and locations	Training Coordinator
	<p><u>Activity 4:</u> Collect registration information from 60 facilitators</p>						X							Completed registration forms from 60 facilitators	Training Coordinator
	<p><u>Activity 5:</u> Conduct four 3-day trainings for facilitators</p>							X	X	X				Training agendas, sign-in sheets, evaluation forms	Training Coordinator & Contractor

EXHIBIT F: CONTINUATION APPLICATION CHECKLIST FOR PREGNANCY ASSISTANCE FUND GRANTEES

Instructions:

The content for this checklist is based on information noted in the Funding Opportunity Announcement (FOA) and is not meant to be exhaustive of everything that a grantee will want to include in its progress report, work plan, and budget. A grantee's progress report, work plan, and budget should describe the progress and plans for the grantee's overall program and may include objectives and activities in addition to those outlined in the checklist below.

Six-Month Progress Report

- Thorough narrative description on the status of each objective and activity
- Objectives and activities in progress report align with year two work plan
- Status of project management activities including:
 - Recruitment and retention of staff
 - Staff training and professional development
 - Monitoring of implementation sites
 - Monitoring of contractors
- An update on:
 - Efforts to recruit and retain program participants
 - Activities to ensure all materials are medically accurate
 - Efforts to identify and collect performance measure data
 - Efforts to market the program
 - Efforts to build and enhance partnerships to support the program
 - Efforts to provide training and professional development for implementation partners
 - Efforts to evaluate the success of the program
- If funded to work with IHEs, schools, or communities, an update on:
 - Activities to improve access to resources for pregnant and parenting teens and students
 - Annual assessment of participating IHEs, schools, and/or communities in meeting the needs of the pregnant and parenting teens and students
 - Efforts to identify and partner with public and private service providers to meet the needs of pregnant and parenting teens and students
 - Efforts to assist pregnant and parenting teens and students, fathers or spouses, in locating and obtaining services that meet their needs
 - Description of the development and use of a system for providing referrals
- If funded to work to improve services for pregnant women who are victims of domestic violence, sexual violence, sexual assault, and stalking, an update on:
 - Intervention services, accompaniment, and supportive social services
 - Technical assistance and training relating to violence against eligible pregnant women
- Description of any activities focused on program sustainability
- Description of any other significant activities, accomplishments, setbacks, or modifications that have impacted the program but may not have been included in the initial work plan

Year Three Work Plan

- Majority of objectives SMART
- Activities align with objectives and are consistent with previous year work plans
- Timeline for activities is appropriate
- Describe project management activities
 - Recruitment and retention of staff
 - Staff training and professional development
 - Monitoring of implementation sites
 - Monitoring of contractors
- Plans to recruit and retain program participants
- Activities to ensure all materials are medically accurate
- Plans to collect and report performance measure data
- Plans to market the program
- Plans to build and enhance partnerships to support the program
- Plans to provide training and professional development for implementation partners
- Plans to evaluate the success of the program
- If funded to work with IHEs, schools, or communities, plans to:
 - Improve access to resources for pregnant and parenting teens and students
 - Conduct an annual assessment of participating IHEs, schools, and/or communities in meeting the needs of the pregnant and parenting teens and students
 - Identify and partner with public and private service providers to meet the needs of pregnant and parenting teens and students
 - Assist pregnant and parenting teens and students, fathers or spouses, in locating and obtaining services that meet their needs
 - Develop and use a system for providing referrals
- If funded to work to improve services for pregnant women who are victims of domestic violence, sexual violence, sexual assault, and stalking, plans to:
 - Provide intervention services, accompaniment, and supportive social services
 - Provide technical assistance and training relating to violence against eligible pregnant women
- Any activities focused on program sustainability
- Attendance at OAH required annual conference and regional trainings

Year Three Budget

- Detailed budget narrative with cost breakdown for each line item, including contracts
- Budget aligns with work plan
- Includes funds for 2-3 people to attend the annual conference & regional trainings
- Indirect cost rate agreement on file
- Plans for cost sharing (*required for work with institutions of higher education*)