Pregnancy Assistance Fund
Support for Expectant and Parenting Teens, Women, Fathers, and Their Families

U.S. Department of Health and Human Services
Office of the Assistant Secretary for Health
Office of Adolescent Health
February 1, 2018

Call-in Information: 888-677-1131; passcode: 9256839
Purpose of Today’s Call

- Review the purpose, expectations, eligibility requirements, and application instructions for the *Pregnancy Assistance Fund Program: Support for Expectant and Parenting Teens, Women, Fathers, and their Families* FOA

- Will not be answering questions specific to individual applications
Agenda for Today’s Call

- Overview of OAH and OGM
- Program Expectations
- Application Content
- Application Submission & Review
- Questions and Answer
Important Call Logistics

- Listen-only mode
- Call materials posted to OAH website in about a week
- Questions and Answers
  - Taking questions using the Q&A/Chat function on the screen
  - Q&A period at the end of the TA call
  - Questions not answered today will be added to the list of FAQs on the OAH website within several days
Overview of the Office of Adolescent Health
Vision: Leading the nation to ensure that America’s adolescents thrive and become healthy, productive adults

Key Activities

- Coordinate adolescent health initiatives across HHS
- Convener of Adolescent Health: Think, Act, Grow (TAG)
- Administer and support
  - Teenage Pregnancy Prevention (TPP) Program
  - Pregnancy Assistance Fund
  - National Resource Center for HIV/AIDS Prevention Among Adolescents
  - Several National TPP Evaluations
Overview of the OAH Pregnancy Assistance Fund FOA
Pregnancy Assistance Fund

- Authorized by the Patient Protection and Affordable Care Act (Public Law 111-148) sections 10211-10214

- Authorizes the Secretary of HHS, in collaboration and coordination with the Secretary of Education, to establish and administer a Pregnancy Assistance Fund to award competitive grants to States and Tribes to assist expectant and parenting teens, women, fathers, and their families
Award Information

- Estimated Funds Available for Competition: $21,000,000
- Anticipated Number of Awards: 23
- Period of Performance: Not to exceed 2 years
- Range of Awards: $250,000 - $1,000,000 annually
- Anticipated Start Date: July 1, 2018
- Budget Period length: 12 months
- Type of Award: Grant
Eligibility Information

- Any State, which includes the District of Columbia, any commonwealth possession or other territory of the United States, and any Federally-recognized Indian tribe, reservation, consortium or council (hereafter referred to as “States or tribes”)

- The authorized representative from the State or Tribe shall apply for and administer the grant. A signed letter from the authorized State representative or tribe must accompany the application.

- Each State or Tribe is allowed to submit only one application

- All current and former grantees are eligible to apply
PURPOSE
Purpose

- Support States and Tribes to develop and implement services to improve the educational, health, and social outcomes for expectant and parenting teens, women, fathers, and their families

- In high schools, community service centers, and Institutions of Higher Education (IHEs)

- Provide funding to its Attorney General to improve services for pregnant women who are victims of domestic violence, sexual violence, sexual assault, and stalking

- Increase public awareness and education concerning any services or resources available to expectant and parenting teens, women, fathers and their families, which support the intent and purposes of this funding announcement
“Expectant” includes both women and men who are expecting a child

“Teens” refers to both young women and men of high-school age

“Students” refers to women and men enrolled in IHEs

OAH is interested in applications that propose to serve expectant and parenting young fathers but applicants cannot apply for funds to serve only young fathers. OAH is interested in applications that serve expectant and parenting teens, women, fathers, and their families.
PROGRAM APPROACH
Flexible Program Approach

- Establish, maintain, or operate services in:
  - All three settings (e.g. IHE, CSC, and HS), OR
  - Two settings (e.g. IHE and HS), OR
  - Only one setting (e.g. CSC)
  - You may also improve services for pregnant women who are victims of violence while establishing, maintaining, or operating services in the above settings
  - OR

- You may choose to only improve services for pregnant women who are victims of violence
Program Settings

- High schools
- Community service centers
- Institutions of Higher Education (IHEs)
- Violence against women program implementation: Any setting
Improving Services for IPV Survivors

- Provide violence prevention and intervention services to eligible pregnant women including:
  - Intervention services
  - Accompaniment services
  - Supportive social services
  - Technical assistance and training

- Can provide such services in any setting
Public Awareness and Education

- May propose to use grant funds to increase public awareness and education concerning any services or resources available to the priority population, which support the intent and purposes of this FOA

- Should assist the target population in learning about available benefits and supportive services in the community and assist them with accessing such services

- Should not solely focus on these activities
EXPECTATIONS
Each site receiving support through the PAF program is expected to:

- Conduct a needs and resource assessment
- Identify and establish relationships with public and private service providers
- Assist in locating and obtaining services
- Provide referrals
- Conduct an annual assessment of performance
Needs and Resources Assessment

- Conduct a needs and resource assessment
  - Site
  - Local community

- Based on this assessment set goals for improving access to available resources
Linkages and Referrals to Services

- Identify and establish relationships with public and private providers
  - On-site providers
  - Local community providers
  - Qualified providers
Linkages and Referrals to Services

- Assist in locating and obtaining services including:
  - Maternity coverage and the availability of riders for additional family members in student health
  - Family housing
  - Child care
  - Flexible or alternative scheduling such as telecommuting programs
  - Education to improve parenting skills and strengthen marriages
  - Maternity and baby clothing, baby food, baby furniture, and similar items to assist in meeting material needs
  - Post-partum counseling
Linkages and Referrals to Services

- Provide referrals
  - Prenatal care and delivery
  - Infant or foster care or adoption

- You are not allowed to use funds under this grant for referrals to abortion services
Conduct an annual assessment of the performance of the site in meeting the needs of the priority population at their site in the aforementioned service areas.
Key considerations

- OAH is particularly interested in partnerships with sites that demonstrate the greatest need for services.

- Greatest need is defined in terms of numbers of expectant and parenting teens and students at the site.
A State or tribe may provide funding to its State Attorney’s General or functional equivalent for tribes to assist Statewide offices in providing services for an eligible pregnant woman.

Eligible pregnant women is defined as a female of any age, who is pregnant on the date on which she becomes a victim of domestic violence, sexual violence, sexual assault, or stalking or who was pregnant during the one-year period before such date.
Services for Survivors of Violence

- Intervention services, including a 24-hour hotline for police protection and referrals to shelters

- Accompaniment services, which include 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 payment of court costs and reasonable associated attorney and witness fees

- Supportive social services including transitional and permanent housing, vocational counseling, mental health services, and individual and group counseling aimed at preventing domestic violence, sexual violence, sexual assault, or stalking
Services for Survivors of Violence

• Technical assistance and training includes:
  • 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 that includes:
    • 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;
• Technical assistance and training also includes:
  • The maintenance of complete medical or forensic records that include:
    • The documentation of any examination, treatment given, and referrals made, recording the location and nature of the pregnant woman's injuries, and the establishment of mechanisms to ensure the privacy and confidentiality of those medical records; and
    • The identification and referral of the pregnant woman to appropriate public and private nonprofit entities that provide intervention services, accompaniment, and supportive social services.
Increasing Public Awareness and Education

• Should assist the priority population in learning about available benefits and supportive services in the community

• Should assist them with accessing such services (Services must **not** include abortion services)

• Leverage existing public awareness and educational activities when possible

• Applicant responsible for setting guidelines/limits on amount of funding allocated for these activities; clearly describe these in the application

• Allowable but your program should not solely focus on such activities
Medical Accuracy

• Funded recipients are expected to ensure that all materials used in any funded activities are medically accurate and complete.

• This means that the information will be referenced to peer-reviewed publications by educational, scientific, government, or health organizations.

• Applicants must describe the process to be used to ensure medical accuracy in the grant funded project, including how the review will be conducted and who will be responsible for conducting the review.
Grantees will report performance measures data to OAH once a year

Accountability
- OAH
- Grantee – Continuous Quality Improvement

Data collection
- Web based reporting system
- Common set of Performance Measures
  - Four categories
    - Demographics
    - Output
    - Implementation and capacity building
    - Outcome
- Grantee identified performance measures
Propose a plan to evaluate implementation of PAF program

Implementation evaluation is an assessment of how well a program does what it sets out to do (Process); identify key successes, challenges, and lessons learned

Budget no more than 10% of awarded funds for evaluation including collection of performance measures data

Consult with OAH on the evaluation design and implementation

Develop implementation study report to summarize findings
For each year that the grantee provides a HS, CSC, or IHE with funds from the PAF program, the site shall prepare and submit to the State or tribe a report that

- Itemizes the sites expenditures to provide services for expectant and parenting teens, women, fathers, and their families for the fiscal year;
- Contains a review and evaluation of the performance of the site in fulfilling the expectations of the funding
- Describes the achievement of the site in meeting the needs of the expectant and parenting teen, women, fathers, and families served, and the frequency with which they used the services available

The funded State or Tribe must determine the format of the report and the date by which the report is due from funded institutions and organizations.

The funded State or Tribe is expected to submit a copy of reports received from funded institutions or organizations to OAH.
Sustainability Planning

- Design program approach and plans with sustainability in mind from beginning of grant
- Include sustainability objective in work plan
- Objectives and activities should focus on implementing strategies aimed at sustaining the project over time within 12 months of receiving funding
- Federal funding cannot be used for fundraising activities or lobbying
APPLICATION CONTENT
Complete Project Abstract Summary form

Project Abstract should be clear and concise

Abstracts used to provide reviewers with an overview of the application

Abstracts form the basis for the application summary in grants management and program summary document

If your project is funded, HHS may publish information from your form; therefore please do not include sensitive or proprietary information
Most important part of the application used as the primary basis to determine whether your project meets the minimum requirements for an award under this FOA

Clear and concise

Components to include:

- Populations Served and Demonstrated Need
- Program Approach
- Project Management
- Capacity, Experience, and Readiness of the Applicant Organization
- Partnerships and Collaborations
- Performance Measures and Evaluation
Populations Served and Demonstrated Need

- Describe the community (ies), populations, settings, and sites that will be served and demonstrate that you will reach those with the greatest need. Describe the needs of the population at each site/setting/community.

- Describe pre-existing resources at each site/setting/community and how the grant would help to contribute to and enhance, rather than duplicate the services already available.
Populations Served and Demonstrated Need

- Describe how the needs and resources were identified and how you will continue to assess these on an ongoing basis.

- Describe the numbers you plan to serve in each site and setting and describe how the program is designed to maximize reach. Provide specific details on how the estimates were obtained, a clear description of the number of sites you will work with by setting (i.e. HS, CSC, IHEs) and an estimate of expectant and parenting teens and students you propose to serve at each site (Sample table on Pg 13) indicating the percentage of the total these numbers represent in each site.
Program Approach

- Goals, objectives, and desired outcomes
- Describe the proposed program approach and the outcomes for each setting/site
- Describe how the proposed program aligns with the needs and resources identified and why it is expected to achieve the intended outcomes
- Describe how the proposed approach will meet the grant expectations stated on pages 10-18
- Provide clear and reasonable guidelines or limits on the use of funds for public awareness and education activities
- Describe the specific strategies that you will use to recruit and retain participants and why these are expected to be successful
Project Management

- Describe how you will manage, implement, and monitor the overall program. Describe the approach you will use to monitor and track progress, completion, and quality of all program objectives and activities.

- Provide a description of the project team including the PD and other key personnel. Describe the roles and responsibilities of all staff and how they will contribute to achieving the program’s objectives and outcomes. Describe who will have day-to-day responsibilities for key tasks.
Project Management

- Describe the relevant experience and expertise for all known proposed staff. Describe your process and timeline for recruiting and hiring staff to fill all open positions on the grant, including the experience and expertise you will look for in successful candidates.

- Describe how you will work to minimize staff turnover.

- Describe your professional development plan for staff.

- Describe common anticipated challenges and measures you will take to mitigate these and ensure that program goals and objectives are met in a timely manner.
Capacity & Experience of Applicant

- Describe the relevant experience, expertise, and previous accomplishments of the responsible Department or work unit that will oversee the program.

- Describe the responsible Department or work unit’s relevant experience, expertise, and previous accomplishments working with the target community (ies), settings, and sites.

- Describe the available resources and organizational capability to manage and implement the program, collect and report on performance measures, and coordinate with other agencies.
Capacity & Experience of Applicant

- Describe the organization’s support for the program and how well the proposed program aligns with its mission and the capacity of the organization to implement the program.

- Describe the organization’s readiness to begin implementing the program. Discuss the steps that need to be taken, and the time that it will take, before the population will begin to receive services.

- Describe the organization’s history of programmatic sustainability, including description of success and status of current and past efforts to serve the population.
Partnerships and Collaboration

- Describe the roles and responsibilities of all partners including subrecipients. Subrecipients do not need to be identified at the time of the application. If known, identify them by name. If not known, describe how they will be identified including process and selection criteria.

- Describe the following items for all subrecipients. If not known, describe how these will be assessed during the selection process:
  - Experience working with the target population
  - Commitment to and motivation for the proposed program
  - Ability to implement the proposed program
  - How the program aligns with their mission and vision
  - The strategies they will use to ensure high quality program delivery

- Describe partnerships with existing systems and/or networks

- Describe the plan for monitoring partners and subrecipients
- Describe plans for ensuring all required performance measures data are collected from all program implementation sites and reported to OAH annually, including plans to review applicable laws, policies, and procedures to confirm ability to collect required data.

- Articulate clearly the plans for using data for continuous quality improvement.

- Describe plans for conducting an implementation evaluation that is aligned with the work plan and logic model and is feasible and reasonable.
Budget Narrative/Justification

- Budgeting
  - Include subrecipient or primary partners
  - Include a match of 25% of funds provided to IHEs that will offer services to expectant and parenting students
  - Allocate no more than 10% for evaluation activities
  - Include a plan for oversight
Appendices should include:

- Letter from the Authorized Representative authorizing the agency to apply on behalf of the state or tribe
- Work Plan
- Logic Model
- Memorandum of Understanding or Letter of Commitment
- Curriculum vitae or resume for key personnel
- Project Descriptions for positions that still need to be filled

- The total page limit is 125 pages.
- Appendices count toward the TOTAL page limit of your application.
A signed letter from the authorized representative must accompany the application.

Make sure that this is the first document in your appendices file upload (if you do not have this letter your application will be screened out).

The letter should include documentation establishing the authorized representative’s authority to apply for and administer the grant funds on behalf of the State or the Tribe.
Work Plan

- Detailed work plan for each year of the two-year project period
- Consistent with the Project Narrative and Budget Narrative
- Each year’s activities fully attainable in one budget year. You may propose multi-year activities, as well as activities that build upon each other, but each phase of the project must be discreet and attainable within a single budget year

- Components should include:
  - Goals, objectives, outcomes, and the major tasks, action steps, or products
  - Timeframes and lead person
  - Sustainability goal, objectives, and activities
Goals, Objectives, and Outcomes

- Project’s goal(s) and objectives

- Objectives (SMART format):
  - S – Specific
  - M – Measurable
  - A – Achievable
  - R – Realistic
  - T – Time-framed

- Logic model
MOUs or Letters of Commitment

- Required for all organizations and entities that have been specifically named as a subrecipient or primary partner to carry out any aspect of the project

- Should detail the specific role and resources that will be provided, or activities that will be undertaken, in support of the applicant, demonstrate current commitment from the partners to the project being proposed

- Describe the organization’s expertise, experience, and access to the target population
CV/Resume/Project Descriptions

• CV/Resume for all key personnel

• At a minimum provide resumes/CVs for the Project Director and Program Manager/Program Coordinator

• Position descriptions for key personnel positions that will need to be filled if funds are awarded
Matching Funds

- Recipients providing funding to IHEs to establish, maintain, or operate expectant and parenting student services shall ensure the IHE contributes an amount from non-Federal funds equal to 25 percent of the amount of the funding provided through the PAF program.

- The non-Federal share may be in cash or in-kind, fairly evaluated, including services, facilities, supplies, or equipment.
Office of Grants Management
Roscoe Brunson
FOA TITLE
OPPORTUNITY NO: AH-SP1-18-001

Competitive Application Deadline

Letter of Intent Due Date: February 12, 2018

Application Due Date: April 12, 2018

Cutoff Time: 6:00 p.m. ET
Submission Dates and Times

– Application is due by 6p.m. April 12, 2018 Eastern Time.

– Your submission time will be determined by the date and time stamp provided by Grants.gov when you complete your submission.

– Strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date.

– Grants.gov may take up to 48 hours to notify you of a successful submission.

– If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration.
Eligible Applicants (FOA pages 19, SectionC.1)

<table>
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<tr>
<th>Eligible Applicants</th>
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<tbody>
<tr>
<td>State governments</td>
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<tr>
<td>Native American tribal governments (Federally or State recognized)</td>
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</table>


• **Matching Funds**: Recipients providing funding to Institutions of Higher Education to establish, maintain, or operate expectant and parenting student services shall ensure the IHE contributes an amount from non-Federal funds equal to 25 percent of the amount of the funding provided through the PAF program. The non-Federal share may be in cash or in-kind, fairly evaluated, including services, facilities, supplies, or equipment.

• The applicant is responsible for including documentation of these matching funds in the Budget Narrative section of the application.
Funding Announcement Role

• The Funding Opportunity Announcement (FOA) provides information and guidance related to applications.
• Read the entire funding announcement.
• Follow the FOA carefully! The information provided in the FOA takes precedence over any conflicting information in other documents.
Address to Request Application Package

• Obtain an application package electronically by accessing Grants.gov at http://www.grants.gov/. Find it by searching the CFDA number on page 1 of the FOA.

• CFDA Number is 93.500.

• You should subscribe to the announcement in Grants.gov so you receive any updates to the FOA or supporting materials.
Application Submission

- OASH requires that all applications be submitted electronically via Grants.gov unless an exemption has been granted. If you submit an application via any other electronic communication, it will not be accepted for review.

- Access Grants.gov website portal. All funding opportunities and grant application packages are made available on www.Grants.gov.

- An Application will not be considered valid until all application components are entered in Grants.gov and received by HHS Office of Grants Management according to the deadlines specified in the “DATES” section on page 2 of the FOA.

- Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726 or support@grants.gov
Application Submission

• Applications must be submitted as three (3) files
  - File 1: The ENTIRE project narrative
  - File 2: The ENTIRE budget narrative, including supporting documentation described in the budget Narrative content section
  - File 3: All documents in the appendices uploaded in the attachments section of your Grants.gov application

Exceptions: required standard forms do not apply to the submission requirements as stated in Disqualification Criteria
Application Submission

• Any files uploaded or attached to the Grants.gov application must be of the following file formats – Microsoft Word, Excel or PowerPoint, Adobe PDF, or image formats (JPG, GIF, TIFF, or BMP only).

• HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF. If you convert to PDF prior to submission you may prevent any unintentional formatting that might occur with submission of an editable document.
Application Submission

• **Be complete** and do not leave blanks on forms unless the information is not applicable.

• The individual submitting the application forms must have the legal authority to act on behalf of the organization.
Application Submission

To ensure successful submission of your application, carefully follow the step-by-step instructions provided at http://www.grants.gov/web/grants/applicants/apply-for-grants.html

These instructions are kept up-to-date and also provide links to Frequently Asked Questions and other troubleshooting information.
Application Elements

- Application for Federal Assistance (SF-424)
- Budget Information for Non-construction Programs (SF-424A)
- Assurances for Non-construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Project Abstract Summary
- Project Narrative – Submit all Project Narrative content as a single acceptable file.
- Budget Narrative – Submit all Budget Narrative content as a single acceptable file.
- Appendices – Submit all appendix content as a single acceptable file, in the Attachments section of your Grants.gov application.
System for Award Management (SAM)

- Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations.

- Minimum timeframe to complete an initial SAM registration (30min).

- Timeframe for applicant’s registration to become active (up to 10 days).

- SAM registration must be renewed each year.

- Average timeframe for updates to take effect in Grants.gov (72hrs).
SAM continued

- Recommend applicants check active registration in SAM well before application deadline.

- If successful and receive award must maintain an active SAM registration w/current info at all times during the active award.

- If you have not complied with these requirements, HHS/OASH
  1. May determine you are not qualified to receive an award; and
  2. May use that determination as a basis for making an award to another applicant.

- Should you successfully compete and receive an award, all first-tier sub-award recipients must have a DUNS number at the time you, the recipient, make a sub-award.
Funding Restrictions

• Allowability, allocability, reasonableness, and necessity of direct expenses; indirect costs may be charged on HHS/OASH grants in accordance with Department regulations and current policy effective at the time of the award

• Current requirements can be found online via 45 CFR part 75 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards”

• Indirect costs may be included per 45 CFR 75.414. Applicants should indicate which method or rate is used for this application

• Allocate no more than 10% for evaluation activities

• Current Salary Limitation: $189,600 effective Jan. 2018
Budget Narrative and Forms

The Project Budget Information:
SF 424A budget forms
Budget narrative
Detailed budget justification

- Must be consistent with the requirements of the FOA
- Budgeted costs must reflect proposed activities
- Forms, narrative and detailed justification do not count towards page limit
- Budget line item descriptions and justification requirements are explained in FOA
- Suggested table formats in FOA
- The Budget Narrative must include a plan for oversight of federal award funds as noted on pages 39-40 of the FOA
# Application Review Information Criteria (FOA page 51, E.1)

<table>
<thead>
<tr>
<th>Factor 1</th>
<th>Populations Served and Demonstrated Need</th>
<th>20 Points</th>
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</thead>
<tbody>
<tr>
<td>Factor 2</td>
<td>Program Approach</td>
<td>25 Points</td>
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<tr>
<td>Factor 3</td>
<td>Project Management</td>
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<tr>
<td>Factor 6</td>
<td>Performance Measures and Evaluation</td>
<td>10 Points</td>
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<tr>
<td>Factor 7</td>
<td>Budget</td>
<td>5 Points</td>
</tr>
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</table>
Application Disqualification Criteria

a) Submitted electronically via [www.grants.gov](http://www.grants.gov) by due date and time (unless an exemption was granted 2 business days prior to the deadline).

b) If you successfully submit multiple applications for the same project, we will only review the last application received by the deadline.

c) HHS/OASH/OGM deems your application eligible.

d) Project Narrative must be double-spaced, on the equivalent of 8.5” X 11” page size with 1” margins on all sides and font size not less than 12 points.

e) Project Narrative must not exceed 50 pages.

f) Your Federal funds including indirect costs does not exceed the maximum indicated in Award Ceiling. $1,000,000.

g) Your Federal funds request including indirect costs is not below the minimum indicated in Award Floor. $250,000.

h) Application meets the Application Responsiveness Criteria.
Application Responsiveness Criteria

a) All eligible applicants as described in Section C must include a letter from the Authorized Representative stating the applicant is authorized to apply on behalf of the specified State or tribe.

b) A State or tribe may only submit one application in response to this funding announcement.

c) Applicants proposing subawards to Institutions of Higher Education provide documentation in the Budget Narrative of IHE contributions of non-Federal funds in the amount of 25% of the subaward.
Application Disqualification Criteria

Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review.

Any additional files submitted as part of the Grants.gov application will not be accepted for processing and will be excluded from the application during the review process.

This may impact your application’s scoring under the evaluation criteria. Be sure to follow submission instructions carefully.
Application Review

- Eligible applications will be reviewed and scored by a panel of independent reviewers with technical expertise in applicable fields according to the criteria listed in the Program Announcement.

- Objective Review Committee process is formal and confidential. Federal staff is available for questions and to ensure the process is consistent and fair, but do not participate in discussion and scoring.

- Applications are also reviewed:
  - By OGM staff for administrative & business compliance.
  - By Office of Adolescent Health staff for programmatic compliance.
Funding Decisions

• The Director of the Office of Adolescent Health will make final awards selections to be recommended to the Grants Management Officer for risk analysis.

• In making these decisions, the following additional considerations will be taken into consideration:
  • a. Extent to which projects are geographically dispersed across the country.
  • b. Extent to which tribal entities are represented.
Funding Process

- We are not obligated to make any Federal award as a result of this announcement.

- Only the grants officer can bind the Federal government to the expenditure of funds.

- If you receive communications to negotiate an award or request additional or clarifying information, this does not mean you will receive an award; it only means that your application is still under consideration.

- All award decisions, including level of funding if an award is made, are final and you may not appeal.
Review of Risk Posed by Applicant

- HHS/OASH will evaluate each application in the fundable range for risks posed by the applicant before issuing an award in accordance with 45 CFR 75.205
- OASH will use a risk-based approach and may consider any items such as the following as stated in the FOA:
  - Applicant’s financial stability;
  - Quality of management systems and ability to meet the management standards prescribed in 45 CFR part 75;
  - History of performance – Applicants record in managing Federal awards including timeliness of compliance with applicable reporting requirement, conformance to the terms and conditions of previous Federal awards;
  - Reports and findings from audits performed; and
  - The applicant’s ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
Funding Process

• OGM is the official contact for the grantee.

• All official communication related to the grant is between OGM and the successful applicant.

• Program Office will notify unsuccessful applicants.
Funding Process

Notice of Award (NOA)

• Notifies the successful applicant of the selection; award amount; project & budget periods

• Includes any conditions on the award (e.g., requirements that must be met as a condition of receiving the grant funds)

• Includes standard terms, reporting requirements and contact information for OGM and the Program Office
Summary and Tips

Project Narrative Description:

• Be clear, complete and concise in the project description; follow and address exactly what is requested in the Program Announcement.

• Don’t make the reviewer search for the required information. Generally, the easier the application is to review, the better the score.

• Clearly identify the sections of the application and indicate which component is being addressed.

• The project narrative must include all required information within the page limit. Do not use appendices to expand the page limit.
Summary and Tips

Project Narrative Description:

• Make the goals and objectives “SMART;” Specific; Measurable; Achievable; Realistic; and Time-framed.

• Activities presented in the work plan should relate directly to the proposed goals and objectives.

• The program work plan, evaluation plan and budget should provide a complete picture of how the applicant will address the service areas needs as well as address the purpose and expectations in the Program Announcement.
Summary and Tips

Staffing:

• The staffing should be appropriate and reasonable for the goals, objectives and activities of the proposed project.

• Be complete in describing what staff will do, the expertise required and the percent time they will be assigned to the project.
Summary and Tips

Budget:

• The budget should include adequate funds to carry out the proposed work plan, evaluation plan and administrative responsibilities of the project.

• The budget should be reasonable and relate directly to the goals and objectives.

• Do not request more funds than are available, as listed in the Program Announcement. This amount is inclusive of indirect costs.

• The operating budget should be complete and include Federal and non-Federal funds, projected program income from fees and third party payers and other contributing funds.
Summary and Tips

• Electronic submission **IS** required.

• Do not wait until the last minute to begin SAM registration or update registration.

• Do not wait until the last minute to begin the electronic submission—problems could arise.
FOA INQUIRIES

Office of Adolescent Health Program Office
OAH PAF Program FY2018 FOA
Email: FY18PAF_FOA@hhs.gov
Telephone: 240-453-2846

HHS/OASH/Office of Grants Management
Grants Management Specialist
Contact Name: Brenda Donaldson
Email: brenda.donaldson@hhs.gov
Telephone: 240-453-8822
FOA INQUIRIES

Electronic Submission Requirements
Grants.gov Applicant Support
www.grants.gov
Email: support@grants.gov
Telephone: 800-518-4726

Please do not contact OASH Program or Grants office staff for Grants.gov issues.
Application Disqualification Criteria

- Common reasons include:
  - Application is not submitted on time
  - If the application is not submitted by an eligible applicant
  - Application is not in the required format
  - Application exceeds page limits
  - Application exceeds the page limits
  - Application does not meet the Application Responsive Criteria on pages 20-21
    - No letter from Authorized Representative
    - More than one application from a State or tribe
    - No matching for applicants proposing to work with IHES
Key points

- A State can only submit one application. If we receive more than one application from the same State they all get screened out.

- 3 files: Applications excluding required standard forms, must be submitted as 3 files- Project Narrative, Budget Narrative, and Appendices. Please read pages 48-49 carefully for accepted file types.

- Appendices: All appendices must be uploaded as a single, consolidated file in the Attachments section of grants.gov.
Key points

- You must submit a letter from the authorized State/Tribal representative otherwise you will get screened out. This letter must also include the CFDA Number, the title of the FOA, and a citation of the authority of the authorized representative to apply for and administer funds on behalf of the State or Tribe.

- The letter from the State/Tribal representative should be the 1st document in the Appendices file.

- If you propose to provide funds to an IHE you must include the 25% matching requirement in the budget, otherwise you will get screened out. The IHE match is only for IHEs providing services to expectant and parenting students.

- Submit on time! Even a second late will get you screened out.

- Make sure your appendices are readable. It matters! Reviewers need to be able to read otherwise you will not receive credit.
Today’s presentation
- Recording
- Transcript
- Question and answers
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