OFFICE OF ADOLESCENT HEALTH

GUIDANCE FOR PREPARING A
NON-COMPETING CONTINUATION GRANT APPLICATION

Teen Pregnancy Prevention Grantees
Last Updated November 2016

Applications Due: April 4th

Office of Adolescent Health

GUIDANCE FOR PREPARING A <u>NON-COMPETING</u> CONTINUATION GRANT APPLICATION – TEEN PREGNANCY PREVENTION GRANTEES

Table of Contents

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APPLICATION – TEEN PREGNANCY PREVENTION GRANTEES

PART ONE: GENERAL INSTRUCTIONS

<u>Eligibility</u>

These instructions are applicable to Office of Adolescent Health (OAH) Teen Pregnancy Prevention (TPP) grantees and provide guidance on the preparation and submission of your non-competing continuation grant application.

<u>Purpose</u>

Each year of the approved project period, grantees are required to submit a non-competing continuation application. The non-competing continuation application is the grantee's official request to OAH for continued funding for the upcoming budget year.

The OAH Guidance for Preparing a Non-Competing Continuation Grant Application prescribes the content, information, and requirements for the OAH non-competing grant application. This guidance should be used in conjunction with the Funding Opportunity Announcement (FOA) under which the competing grant application was funded. 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 Office of the Assistant Secretary for Health (OASH) Office of Grants Management (OGM) Grants Management Specialist.

Detailed information on your progress in accomplishing goals and objectives, TPP performance measure data, and evaluation progress reporting should also <u>not</u> be included in the non-competing continuation grant application. This information should be included in your semi-annual progress report.

PART TWO: APPLICATION CONTENT

The non-competing continuation grant application should include:
• All required OASH grants management forms (see Section I below)
• A work plan for the upcoming budget year
• A detailed budget and a budget narrative 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, ideally Times New Roman.

I.   REQUIRED FORMS AND OTHER REQUIRED INFORMATION

The required forms that must be submitted with the non-competing continuation grant application can be found within the non-competing continuation application kit at www.grantsolutions.gov and include:

- SF-424 – Application for Federal Assistance
- SF-424A – Budget Information Non-Construction Program
- SF-424B – Asssurances Non-Construction Program
- SF-LLL – Disclosure of Lobbying Activities

II.   WORK PLAN – *Updated November 2016*

The work plan for the upcoming budget year (July 1 – June 30) should include the long-term goal(s) that spans the life of the five-year grant project, as well as the objectives and activities that will be completed during the upcoming year to assist in achieving the long-term goal(s).

Programmatic efforts outlined in the work plan must align with the guidance included in the original Funding Opportunity Announcement. To ensure that grantee work plans are aligned with OAH expectations, OAH has developed a consolidated list of grant expectations for each grant program based on the information included in the FOA. See **Table 1** on page 6 for a summary of OAH grant expectations and **Exhibit A** on page 14 for a detailed description of OAH grant expectations.

The approved work plan is intended to be an ongoing monitoring and evaluation tool for both the grantee and OAH to use throughout the year. As such, changes to the work plan may be necessary over the course of the year. Grantees should consult with their OAH project officer to discuss any necessary changes. Prior approval may or may not be needed depending on whether the change results in a change of scope for the grant project. If changes made to the work plan result in a change of scope for the grant project, prior approval from OAH and OGM is needed.

Goal(s)

A goal is a broad statement that describes the purpose of your grant project and the expected long-term impact you hope to achieve as a result of your grant project. OAH recommends focusing on 1-2 goals for your five-year grant project.

Objectives
An objective is a statement describing the results to be achieved and the manner in which these results will be achieved. All objectives should be SMART[1] (specific, measurable, achievable, realistic, and time-phased) and clearly aligned with the logic model[2] for your grant project.

For each objective, grantees should:
- Identify how you will determine when the objective has been accomplished;
- Indicate which OAH grant expectation the objective is aligned with (See **Table 1** on page 6 and **Exhibit A** on page 14);
- List the activities that will be implemented to accomplish the objective;
- Provide a timeline, including specific dates, for accomplishing each activity; and
- Identify the person/agency responsible for completing each activity.

While grantees can have as many objectives as necessary to accomplish the long-term goal(s) of the project, OAH recommends carefully reviewing and streamlining your work plan objectives, if possible. For example, you should carefully review your objectives to identify: any that may be duplicative or related and are able to be combined into one objective, any that would be better listed as activities under another objective; and any that are no longer necessary. You should make all necessary revisions to your work plan goals, objectives and activities when you submit your continuation application.

In addition, while not all objectives may be aligned with specific OAH grant expectations, OAH does expect that each grant expectation will be aligned with at least one work plan objective. Please note that if your work plan does not already include an objective and corresponding activities for one or more of the OAH grant expectations, OAH does expect that you will create a new objective with corresponding activities for that grant expectation.

Activities
For each objective, the work plan should include the activities that are most critical to accomplishing the objective in the upcoming budget year. OAH asks that you focus the activities included in your work plan to those that are most critical and refrain from including activities that may be important but are less critical to report to OAH (e.g., reviewing newsletters from national organizations, attending information sharing meetings, participating in online professional development courses).

See **Exhibit C** on page 20 for an example Work plan Templates
See **Exhibit D** on page 21 for Work Plan Instructions

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[1] More information on writing SMART objectives is available at: http://www.cdc.gov/healthyyouth/evaluation/pdf/brief3b.pdf.

[2] A logic model is a visual depiction of your grant project and includes the inputs, activities, outputs, short-term outcomes, intermediate outcomes, and long-term outcomes. It is important to revisit your logic model on a regular basis and revise it as needed. OAH recommends including a copy of your updated logic model in the Appendix of your non-competing continuation application. See **Exhibit B** on p.19 for an example logic model template.

Table 1 – Overall OAH Grant Expectations for each TPP Grant Program

Capacity Building to Support Replication of EBPs (1a)	**Replication of EBPs to Scale in Communities with Greatest Need (1b)**
1. Project Management 2. Community Mobilization and Sustainability 3. Recruit and Retain CBA Recipients 4. Provide CBA to CBA Recipients 5. Safe and Supportive Environments 6. Youth-Friendly Healthcare Linkages and Referrals 7. Dissemination and Communication 8. Evaluation 9. Continuous Quality Improvement	1. Project Management 2. Community Mobilization and Sustainability 3. Implementation of EBPs 4. Safe and Supportive Environments 5. Youth-Friendly Healthcare Linkages and Referrals 6. Dissemination and Communication 7. Evaluation 8. Continuous Quality Improvement
Supporting and Enabling Early Innovation (2a)	**Rigorous Evaluation of New and Innovative Approaches (2b)**
1. Project Management 2. Sustainability 3. Strategy to Foster Innovation 4. Innovator Selection 5. Innovator Progress and Materials 6. Innovator Supports 7. Dissemination and Communication 8. Evaluation 9. Continuous Quality Improvement	1. Project Management 2. Sustainability 3. Engage Target Population 4. Intervention Development and Packaging 5. Implementation 6. Safe and Supportive Environments 7. Youth-Friendly Healthcare Linkages and Referrals 8. Dissemination and Communication 9. Evaluation 10. Continuous Quality Improvement
Providing Capacity Building Assistance to OAH TPP Grantees (National CBA Providers)	
1. Project Management 2. Coordination and Collaboration 3. Assess CBA Needs of TPP Grantees 4. Develop Coordinated CBA Plan 5. Provide CBA in Priority Area 6. Dissemination and Communication 7. Evaluation 8. Continuous Quality Improvement	

III.   BUDGET and BUDGET NARRATIVE GUIDANCE

You should develop your budget and budget narrative for a total budget that is equal to the amount show in Box 14 of your Notice of Award, "Recommended Future Support". You must complete the required budgetary forms (SF-424A) and submit a budget narrative with detailed justification as part of your continuation application. You must enter the project budget on the Budget Information Non-construction Programs standard form (SF 424A) according to the directions provided with this standard form. The budget narrative consists of a detailed line-item budget that includes calculations for all costs and activities by "object class categories" identified on the SF-424A and justification of the costs. You must indicate the method you are selecting for your indirect cost rate. See Indirect Charges below for further information.

You must provide an object class category budget *(see detailed description beginning on page 8)* using Section B, box 6 of the SF 424A for the next year of the proposed project that matches your budget narrative. Your budget narrative with line-item detail, for the next year of the proposed project, should discuss the necessity, reasonableness, and allocation of the proposed costs.

If matching or cost sharing is required, you must include a detailed listing of any funding sources identified in box 18 of the SF-424 (Application for Federal Assistance).

Your budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and/or product. For example, the budget narrative should define the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective. For example, if you are proposing to provide services to clients, you should describe how many clients are you expecting to serve, the unit cost of serving each client, and how this is cost effective. If this analysis differs significantly from that provided in your original proposal or subsequent continuation applications, explain the difference.

Use the following guidelines for preparing the detailed object class budget required by box 6 of the SF-424A. The object class budget organizes your proposed costs into a set of defined categories outlined below. Both federal and non-federal resources (when required) must be detailed and justified in the budget narrative. "Federal resources" refers only to the HHS/OASH grant funds for which you are applying. "Non-federal resources" are all other non-HHS/OASH federal and non-federal resources. We recommend you present budget amounts and computations in a columnar format: first column, object class categories; second column, federal funds requested; third column, non-federal resources; and last column, total budget. Note, subrecipient/contract and consultant detailed costs should all be included in those specific line items, not in the overall project object class line items, i.e., subrecipient travel should be included in the Contractual line item not in Travel.

Object Class Descriptions and Required Justifications

Personnel Description: Costs of staff salaries and wages, excluding benefits.

Personnel Justification: Identify the project director or principal investigator, if known at the time of application.   Provide a separate table for personnel costs detailing for each proposed staff person: the title; full name (if known at time of application), time commitment to the project as a percentage or full-time equivalent: annual salary and/or annual wage rate; federally funded grant salary; non-federal grant salary, if applicable; and total salary. No salary rate may exceed the statutory limitation in effect at the time you submit your application (see D.6 Funding Restrictions, Salary Limitation for details). Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Fringe Benefits Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel Description: Costs of travel by staff of the applicant organization.

In addition to travel costs associated with implementing the grant project, OAH TPP grantees are expected to budget for the following:
  o One staff to attend the annual 2-day Project Director Training in Washington, DC
  o 2-3 staff to attend an annual Grantee Training (locations TBD)
  o 2-3 staff to attend the HHS Teen Pregnancy Prevention Conference in 2018 and 2020

Travel Justification: For each trip, show the date of the proposed travel, total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances.

Equipment Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with your organization's regular written accounting practices.)

Equipment Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the

equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition; include this with your Budget Narrative file. Reference the policy in this justification and include the policy copy in your Budget Narrative file (not your appendices).

Supplies Description: Costs of all tangible personal property other than those included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Supplies Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual Description: Costs of all contracts or subawards for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts or subawards with subrecipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This line item is not for individual consultants.

Contractual Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR § 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR § 200.88, and currently set at $150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to HHS/OASH.

Note: Whenever you intend to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each subrecipient/contractor, by agency title, along with the same supporting information referred to in these instructions. If you plan to select the subrecipients/contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultants; insurance; food (when allowable); participant support costs; professional services (including audit charges); space and equipment rent; printing and publication; training, such as tuition and stipends; staff development costs; and any other costs not addressed elsewhere in the budget.

Other Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges Description: Total amount of indirect costs. This category has one of two methods that an applicant may select. You may only select one. For either method, you must show your calculation of the direct cost lines included in the base multiplied by the applicable

indirect rate. If you are not using an indirect rate, all costs must be charged to direct cost line items.

(1) Your organization currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency. You should enclose a copy of the current approved rate agreement. If you request a rate that is less than allowed, your authorized representative must submit a signed acknowledgement that the organization is accepting a lower rate than allowed.

(2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, … may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."
This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of an indirect cost rate may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Program Income Description: Program income means gross income earned by your organization that is directly generated by this project if funded except as provided in 45 CFR § 75.307(f). Program income includes but is not limited to income from fees for services performed or the use or rental of real or personal property acquired under the award. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also 45 CFR §§ 75.307, 75.407 and 35 U.S.C. §§ 200-212 (applies to inventions made under Federal awards).

Program Income Justification: Describe and estimate the sources and amounts of Program Income that this project may generate if funded. Unless being used for cost sharing, if applicable, these funds should not be added to your budget. This amount should be reflected in box 7 of the SF-424A.

Non-Federal Resources Description: Amounts of non-federal resources that will be used to support the project as identified in box 18 of the SF-424. For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306. For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budget and budget narrative by budget period or by project period for fully-funded awards, even if the narrative by budget period, or by project period for fully-funded awards, exceeds the amount required. A recipient's failure to provide the required matching amount may result in the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports. For awards that do not require matching or cost sharing

10

by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching and are accepted by HHS/OASH, we will include this non-federal cost sharing in the approved project budget and the recipient will be held accountable for the non-federal cost-sharing funds as shown in the Notice of Award (NOA). A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by HHS/OASH as part of the approved project costs and that are shown as part of the approved project budget in the NOA may result in the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports.

Non-federal Resources Justification: You must provide detailed budget information for every funding source identified in box 18. "Estimated Funding ($)" on the SF-424. Provide this documentation as part of your Budget Narrative file, not your Appendices.
You must fully identify and document in your application the specific costs or contributions you propose in order to meet a matching requirement. You must provide documentation in your application on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully-funded awards).

Estimated Unobligated Balance
You must provide an estimated unobligated balance separate from your proposed budget at the amount provided by in this guidance. You must explain why an unobligated balance exists. If you are requesting to use the unobligated balance in the upcoming budget year, you must:
   a) indicate how you will use the unobligated funds;
   b) provide a revised budget and budget narrative for these funds;
   c) indicate the impact on the project if the funds are used to offset funding rather than add to funding; and,
   d) if applicable, indicate how you will meet the increased amount of matching or cost sharing.

The detailed budget and budget narrative should be uploaded in the Budget Narrative section of the application kit in Grantsolutions.

IV.   APPENDICES

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

Grantees are encouraged to include a copy of their updated logic model in the Appendix.

PART THREE: APPLICATION SUBMISSION THROUGH GRANTSOLUTIONS

Grantees must submit the non-competing continuation application electronically via GrantSolutions.gov. Any applications submitted via hard copy or any other means of electronic communication, including facsimile or electronic mail, will <u>not</u> be accepted for review.

Applications must be received by **April 4th** at **11:00 p.m. Eastern Standard Time**. Applications submitted electronically to GrantSolutions.gov after the deadline 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.

The non-competing continuation application kit can be found in GrantSolutions.gov.

The application kit includes the following pre-determined fields:
- **Online Forms**
    - SF-424 – Application for Federal Assistance
    - SF-424A – Budget Information Non-Construction Program
    - SF-424B – Asssurances Non-Construction Program
    - SF-LLL – Disclosure of Lobbying Activities

- **Program Narrative**
    - Program Narrative – upload the work plan for the upcoming budget year

    - Budget Narrative – upload the (1) detailed budget and (2) budget narrative for the upcoming budget year

- **Miscellaneous Information** – upload any documents to include in the Appendix

Non-competing continuation applications submitted via the GrantSolutions system must contain all online forms, the program narrative (work plan), and the budget narrative (detailed budget and budget narrative) to be considered complete. Applications will not be considered valid until all application components are received.

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. 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. Grantees should monitor the status of their application in GrantSolutions to ensure all items are received.

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.

PART FOUR: EXHIBIT INFORMATION AND SAMPLE FORMATS

- EXHIBIT A: DESCRIPTION OF OAH GRANT EXPECTATIONS
- EXHIBIT B: EXAMPLE LOGIC MODEL TEMPLATE
- EXHIBIT C: EXAMPLE WORK PLAN TEMPLATE
- EXHIBIT D: WORK PLAN INSTRUCTIONS

EXHIBIT A: DESCRIPTION OF OAH GRANT EXPECTATIONS

Included below is a list of expectations for each TPP grant program and a description of the specific grantee activities that fall within that grant expectation.

Capacity Building to Support Replication of EBPs (TPP Tier 1a)

OAH Grant Expectation	Description of Activities that Fall with the Expectation
Project Management	Recruit and retain staff; professional development for staff and partners; build, enhance, and sustain partnerships; monitor partners/ contractors to assess progress in meeting objectives; assess community needs
Community Mobilization and Sustainability	Assist CBA recipients in community mobilization; sustainability activities aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)
Recruit and Retain CBA Recipients	Recruit (if applicable) and retain youth-serving organizations to receive capacity building assistance
Provide CBA to CBA Recipients	Assess needs of youth-serving organizations; develop a plan for providing CBA to meet organization needs; provide CBA; revise, update, and implement activities with CBA recipients; monitor CBA recipients to assess progress in meeting objectives and to ensure implementation of EBPs
Safe and Supportive Environments	Annually complete OAH assessment tools on (1) integrating a trauma-informed approach into TPP programs, (2) assessing LGBTQ inclusivity of TPP programs, and (3) putting Positive Youth Development characteristics in action; identify strategies for ensuring programs are implemented in safe and supportive environments for youth and their families
Youth-Friendly Healthcare Linkages and Referrals	Identify and recruit youth-friendly healthcare providers; assess providers to ensure services are youth-friendly; develop protocols and procedures for making referrals; develop and disseminate provider referral guide; identify and train staff on referral protocols and procedures
Dissemination and Communication	Develop, maintain, and implement a dissemination and communications plan, inclusive of project website and brand; market and raise awareness of grant project; communicate project successes; disseminate lessons learned, successes, and results to local, state, and national audiences
Evaluation	Collect, report, and use performance measure data; evaluate the implementation and success of CBA provided to youth-serving organizations; evaluate the success of each CBA recipient's efforts to implement EBPs
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project

Replication of EBPs to Scale in Communities with Greatest Need (TPP Tier 1b)

OAH Grant Expectation	Description of What is Included Within Expectation
Project Management	Recruit and retain staff; professional development for staff and partners; monitor partners/contractors to assess progress in meeting objectives; build, enhance, and sustain partnerships; continue to assess community needs; use Getting to Outcomes® to plan, implement, and evaluate the project
Community Mobilization and Sustainability	Mobilize the community to develop, implement, and continuously improve the plan to prevent teen pregnancy and promote positive youth development in their community; develop and continue to engage the Community Advisory Board in each community; develop and continue to engage the Youth Leadership Council in each community; sustainability activities aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)
Implementation of EBPs	Implement EBPs to scale in all settings (at least 3) in each community served; recruit, retain, and engage participants; monitor implementation of programs with fidelity and quality
Safe and Supportive Environments	Annually complete OAH assessment tools on (1) integrating a trauma-informed approach into TPP programs, (2) assessing LGBTQ inclusivity of TPP programs, and (3) putting Positive Youth Development characteristics in action; identify strategies for ensuring programs are implemented in safe and supportive environments for youth and their families (i.e., at least 3 actions for TIA, at least 1 action for each of the six constructs for inclusivity, and at least 3 actions for PYD)
Youth-Friendly Healthcare Linkages and Referrals	Identify and recruit youth-friendly healthcare providers; assess providers to ensure services are youth-friendly; develop protocols and procedures for making referrals; develop and disseminate provider referral guide; identify and train staff on referral protocols and procedures
Dissemination and Communication	Develop, maintain, and implement a dissemination and communications plan, inclusive of project website and brand; market and raise awareness of grant project; communicate project successes; disseminate lessons learned, successes, and results to local, state, and national audiences
Evaluation	Collect, report, and use performance measure data; conduct implementation evaluation to document the process for developing and implementing the program and to identify key successes, challenges, and lessons learned; conduct outcome evaluation to compare outcomes in the community(ies) served to outcomes in a similar community that did not receive the program
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project

Supporting and Enabling Early Innovation (TPP Tier 2a)

OAH Grant Expectation	Description of What is Included Within Expectation
Project Management	Recruit and retain staff; professional development for staff and partners; monitor implementation partners/contractors to assess progress in meeting objectives; build, enhance, and sustain partnerships
Sustainability	Sustainability activities aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)
Strategy to Foster Innovation	Implement a promising strategy to foster innovation using a framework, theory of change, or other strategic approach
Innovator Selection	Convene an open, national competition that results in selecting, funding, and retaining innovators
Innovator Supports	Provide support to innovators, both individual and group-based
Innovator Progress and Materials	Monitor innovator progress; ensure that innovator materials are medically accurate, age-appropriate, culturally appropriate, LGBTQ inclusive, and trauma-informed
Dissemination and Communication	Develop, maintain, and implement a dissemination and communications plan, inclusive of project website and brand; market and raise awareness of grant project; communicate project successes; disseminate lessons learned, successes, and results to local, state, and national audiences.
Evaluation	Collect, report, and use performance measure data; monitor fidelity for the project; evaluate the implementation and success of the project; evaluate the success of each innovator
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project

Rigorous Evaluation of New and Innovative Approaches (TPP Tier 2b)

OAH Grant Expectation	Description of What is Included Within Expectation
Project Management	Recruit and retain staff; professional development for staff and partners; monitor implementation partners/contractors to assess progress in meeting objectives; build, enhance, and sustain partnerships
Sustainability	Sustainability activities aligned with 8 OAH Factors of Sustainability (i.e., create an action plan, assess the environment, be adaptable, secure community support, integrate programs and services, build a team of leaders, create strategic partnerships, and secure diverse financial opportunities)
Engage Target Population	Involve target population in the development, implementation, and evaluation of the grant project
Intervention Development and Packaging	Develop, pilot, and refine the intervention; package the intervention to be implementation ready by the end of the grant using the OAH TPP Packaging and Dissemination Guidance
Implementation	Implement the intervention; recruit, retain, and engage participants; monitor implementation of intervention and control with fidelity and quality
Safe and Supportive Environments	Complete OAH assessment tools on (1) integrating a trauma-informed approach into TPP programs, (2) assessing LGBTQ inclusivity of TPP programs, and (3) putting Positive Youth Development characteristics in action; use the results to identify strategies for ensuring programs are implemented in a safe and supportive environment for youth and their families
Youth-Friendly Healthcare Linkages and Referrals	Identify and recruit youth-friendly healthcare providers; assess providers to ensure services are youth-friendly; develop protocols and procedures for making referrals; develop and disseminate provider referral guide; identify and train staff on referral protocols and procedures
Dissemination and Communication	Develop, maintain, and implement a dissemination and communications plan; market and raise awareness of grant project; communicate project successes; disseminate lessons learned, successes, and results to local, state, and national audiences.
Evaluation	Collect, report, and use performance measure data; conduct rigorous evaluation of program implementation and program outcomes
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project

Providing Capacity Building Assistance to OAH TPP Grantees (National CBA Providers)

OAH Grant Expectation	Description of What is Included Within Expectation
Project Management	Recruit and retain staff; training and professional development for staff and partners; monitor partners and/or contractors to assess progress in meeting objectives; build, enhance, and sustain partnerships
Coordination and Collaboration	Coordinate and collaborate with the other national CBA providers and with OAH to regularly assess grantee needs, develop an annual coordinated CBA plan, provide effective CBA designed to meet grantee needs, and eliminate duplication and streamline services for individual TPP grantees
Assess CBA Needs of TPP Grantees	Assess the TPP grantee needs for CBA in the five key priority areas
Develop Coordinated CBA Plan	Use the results from the assessment of TPP grantee needs to develop an annual coordinated CBA plan that will guide the development and provision of CBA for the year
Provide CBA in Priority Area	Provide CBA that is tailored to grantee needs and uses diverse approaches; provide three levels of CBA to TPP grantees (low, medium, and high intensity), ensuring that all TPP grantees receive some level of CBA from each CBA provider annually; ensure CBA materials are medically accurate, age appropriate, culturally and linguistically appropriate, and inclusive of LGBTQ youth
Dissemination and Communication	Develop, maintain, and implement a dissemination and communications plan; disseminate and communicate information about project activities, lessons learned, successes, and evaluation results
Evaluation	Collect, report, and use performance measure data; evaluate the implementation and success of the CBA provided to TPP grantees
Continuous Quality Improvement	Continually assess progress toward outcomes and continuously use data from evaluation to inform stakeholders and make necessary adjustments and changes to improve quality of your project

EXHIBIT B – Logic Model Example Template
(Note: Logic Model may be submitted as narrative or other format)

Project Name

Goal:

INPUTS	ACTIVITIES	OUTPUTS	SHORT-TERM OUTCOMES ~ 1-2 years	INTERMEDIATE OUTCOMES ~ 3-5 years	LONG-TERM OUTCOMES ~ 5 or more years

Data Sources:
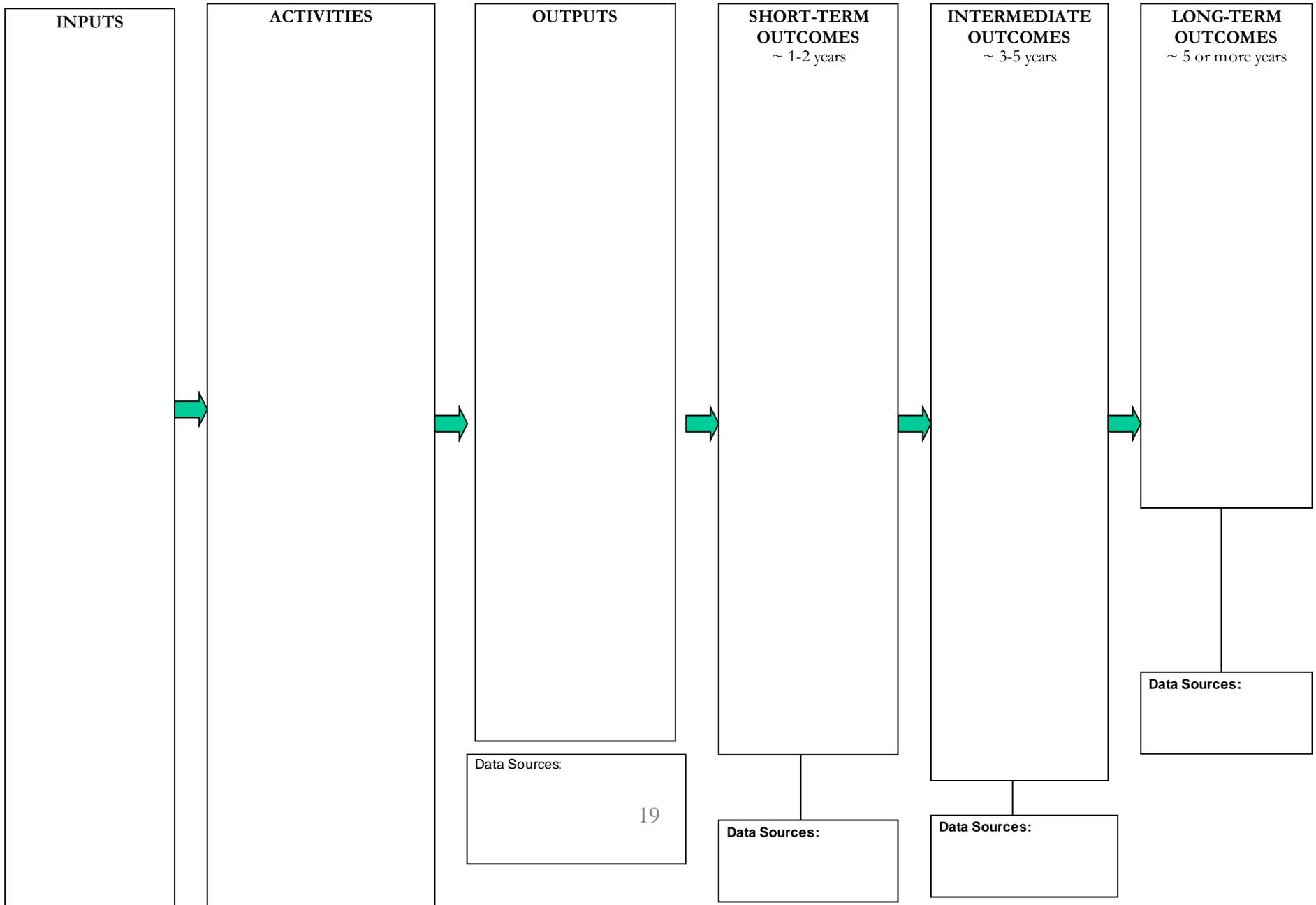
19

Data Sources:

Data Sources:

Data Sources:

EXHIBIT C – Example Work plan Template
July 1, xxxx – June 30, xxxx
(Note: Work plan may be submitted as narrative or other format)

Grantee Name _____ Grantee Number _____ Funds Requested _____

Five-Year Goal:		
Objective 1:		
Measure(s) of Accomplishment:	Alignment with OAH Grant Expectation:	
Activities in support of Objective 1: 1. 2. 3.	Person responsible for Accomplishing Activities: 1. 2. 3.	Activity Timeline: 1. 2. 3.
Objective 2:		
Measure(s) of Accomplishment:	Alignment with OAH Grant Expectation:	
Activities in support of Objective 2: 1. 2. 3.	Person responsible for Accomplishing Activities: 1. 2. 3.	Activity Timeline: 1. 2. 3.

EXHIBIT D: WORK PLAN INSTRUCTIONS

1) **Grantee Name**: Name of the grantee organization.

2) **Grantee Number**: Grant Number for the OAH-Funded Project

3) **Funds Requested**: Funds requested for project period.

4) **Five-Year Goal**: A broad statement of program purpose which describes the expected long-term effects of a program.

5) **Objective:** 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.

6) **Measurement of Accomplishment** – 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.

7) **Alignment with OAH Grant Expectation** - Indicate which OAH grant expectation the objective is aligned with (See **Table 1** on page 6 and **Exhibit A**)

8) **Activities** – For each objective, include the activities that are most critical to accomplishing the objective. Although we only include a few activities in the example work plan template for each objective, you should list all of the most critical activities for each objective.

9) **Person Responsible** – Identify the person most responsible for ensuring that each activity is accomplished.

10) **Timeline for Activities** – Identify specific dates for when the activity is expected to be complete.