Phase I Replicating Programs (Tier 1) Effective in the Promotion of Healthy Adolescence and the Reduction of Teenage Pregnancy and Associated Risk Behaviors

U.S. Department of Health and Human Services
Office of the Assistant Secretary for Health
Office of Adolescent Health

May 8, 2018

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Purpose of Today’s Call

- Review the expectations, application content, application submission and instructions for the Phase I Replicating Programs (Tier 1) Effective in the Promotion of Healthy Adolescence and the Reduction of Teenage Pregnancy and Associated Risk Behaviors Funding Opportunity Announcement (FOA)

- FOA Due Dates:
  - Non-binding Letter of Intent – Due 5/21/18
    - Submit via email - FY18TPPTier1_FOA@hhs.gov
  - Competitive Application – Due 6/29/18 by 6:00p.m. ET
Agenda for Today’s Call

- Overview of FOA
- Program Expectations
- Application Content
- Application Submission & Review
Call Logistics

- Listen-only mode
- Call materials posted to OAH website in about a week
- Questions and Answers
  - Submit via email: FY18TPPTier1_FOA@hhs.gov
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
The Office of Adolescent Health announced the availability of funds for Fiscal Year (FY) 2018 cooperative agreement awards under the authority of Division H, Title II of the Consolidated Appropriations Act, 2018 (Public Law No. 115-141).

There are two funding opportunities being offered:

- Tier 1 - grantees are required to replicate a program and
- Tier 2 - grantees are required to test new and innovative strategies.

- The webinar for the Tier 2 opportunity is: May 10, 2018
FY18 TPP Tier 1 FOA Overview Information

- Estimated Funds Available for Competition: $61,000,000
- Anticipated Number of Awards: 270
- Period of Performance: Not to exceed 2 years
- Range of Awards: $200,000 - $500,000 annually
- Anticipated Start Date: September 1, 2018
- Budget Period length: 12 months
- Type of Award: Cooperative Agreement Award
PROGRAM EXPECTATIONS
To replicate and scale up one of two programs that include the protective factors shown to be effective in the prevention of risk behaviors, including teen pregnancy.

Overall goal is to promote healthy adolescence and to address youth sexual risk holistically or across the interrelated factors that promote optimal health and result in healthy decision-making and teen pregnancy prevention.
Goal of Phase I Projects

- Tier 1 has two phases
  - **Phase I** is to establish project merit, fidelity to the program guidelines, feasibility, and capability of generating preliminary data prior to seeking further support for Phase II. Phase I is the first two years of this award.

- **Phase II** will be a separate competition and will be limited to those grantees who successfully implement the selected program model in Phase I.
Tier 1 projects will replicate a risk avoidance model (SRA) or a risk reduction model (SRR) that incorporates all of the key elements outlined in 1 of the 2 following programs:

- The Center for Relationship Education’s **Systematic Method for Assessing Risk-Avoidance Tool (SMARTool)** – describes 9 key elements for SRA models (FOA, p.12)

- ETR’s **Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs** – describes 17 key elements for SRR models (FOA, pp. 12-13)

Applicants can choose any curriculum as long as it incorporates all of the key elements of 1 of the 2 programs.
Replications should be conducted to address the key elements of 1 of the 2 effective programs.

Curricula must be selected to address and replicate each of the elements in 1 of the 2 programs. If needed:
- Adaptations may be made and/or
- Supplementary materials may be presented in tandem with an established curriculum.

Applicants must describe in detail how they will replicate each element of one of the two programs.
Applicants identifying as risk reduction should replicate ETR’s Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs.

Applicants identifying as risk avoidance should replicate the Center for Relationship Education’s Systematic Method for Assessing Risk-avoidance Tool (SMARTool).

Projects that are on a continuum between the two teen pregnancy prevention programs may select either of the two programs which identify successful elements for addressing youth risk.
Target Population

- Applicants should target participants and communities most at risk.

- Applicants should select a population(s) within a community that has a teen birth rate, STD rate, sexual activity rate, or other measure of sexual risk that is either **at or above the national average** as published in a current federal report **or one that has not experienced a decline commensurate with national declines.**
Each selected community **must be defined by clear geographic boundaries** in order to assure that the number of youth served can be identified and sexual risk rates can be monitored.

Applicants should propose to serve age groups most likely to engage in sexual risk behaviors.

- Younger adolescents may be included in the project, however, OAH expects that services will also focus on high school students 15-19 years of age.
Weaving the goal of optimal health into every component of the project

- Optimal health is a term that refers to the best possible outcomes for an individual’s physical, emotional and social health.

- Optimal health is integral to health promotion across a variety of health domains as it creates “…opportunities that open access to environments that make positive health practices the easiest choice.” (O’Donnell, MP (2009). Definition of Health Promotion. *American Journal of Health Promotion* 24 (1), iv).
Public Health Priorities for Implementation

- Clearly communicate risk
  - Projects will clearly communicate that teen sex is a risk behavior for both the physical consequences of pregnancy and sexually transmitted infections; as well as sociological, economic, and other related risks.
- Provide skills to avoid sexual risk
- Provide cessation support
Recipients must ensure project materials are medically accurate, age appropriate, culturally and linguistically appropriate, and trauma-informed.

Recipients are expected to conduct their own review of all materials to ensure they are medically accurate, age appropriate, culturally and linguistically appropriate, and trauma-informed.
Applicants who choose to use any copyrighted curriculum materials in their proposed project must include a signed agreement with the developer or purveyor of the materials that demonstrates that the applicant has permission to use the materials as planned.

This should include, but is not limited to, permission to use the materials as proposed in the application and/or alter them as needed for compliance with the medical accuracy review.

Without an agreement with the developer or purveyor the project will not be funded for implementation by OAH.
OAH expects funded recipients to implement, and maintain a training and technical assistance plan for the professional development of project staff that is relevant to their project.

- Partners may be needed to assist with training and professional development.

- If sub-awarding, the recipient should ensure training is provided to sub-recipients as well as to recipient staff.

- Applicants should address plans for training staff within their project narrative and work plan.
Recipients are expected to have a robust communication and dissemination plan that aligns with their overall project and helps build and share knowledge gained. Plan should include:

- Broadly publicizing information about the project
- Efforts to communicate and share knowledge, on-going activities, milestones, evaluation results, and lessons learned through the project.

- Diverse dissemination and communication methods and techniques should be used.
Communication and Dissemination

- At a minimum, recipients are expected to:
  - Have an online presence for the project
  - Use social media effectively
  - Share lessons-learned as well as successes with key stakeholders
  - Publish articles or present at professional conferences, as appropriate.
Partnerships and Collaboration

- OAH expects funded recipients to form partnerships and a collaborative culture to support the overall project.

- Applicant and its key partners should have the collective experience and expertise needed to successfully accomplish the goals and objectives.

- Key partners should be pre-established
  - Additional partners should be added or changed throughout the award period, as deemed appropriate by the recipient.
Partnerships and Collaboration

- The recipient is responsible for ensuring that partners meet expectations and successfully fulfill their roles and responsibilities.

- **Applications should clearly demonstrate existence of the partnerships required to complete the project with letters of commitment, MOUs, or subawards.**
  - Upon award, funded recipients are expected to submit copies of all final agreements to OAH.

- Funded recipients are expected to leverage resources and assets to ensure collaboration and avoid duplication where possible in order to increase impact.
Recipients are expected to design projects with sustainability in mind from the beginning of the 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.

OAH Sustainability Framework:
EVALUATION EXPECTATIONS
Tier 1 Evaluation Expectations

All recipients will:

- Develop and implement a two-year evaluation agenda
- Conduct formative and process/implementation evaluation
- Collect performance measure data
- Propose a summative outcome/impact evaluation
- Use formative, process/implementation evaluation, and performance measure data for CQI

Recipients may:

- Conduct an optional economic evaluation
- Begin the summative outcome/impact evaluation in year 2, if selected
Two-Year Evaluation Agenda

- Submit two-year evaluation agenda to OAH before beginning implementation of the project

- Include plans for all proposed formative and process/implementation evaluation as well as rigorous evaluation and testing

- Update evaluation agenda at least annually
Recipients are expected to conduct formative and process/implementation evaluation throughout the project.

- **Formative Evaluation**: ensures that a program is feasible, appropriate, and acceptable before full implementation\(^1\)

- **Process/Implementation Evaluation**: determines whether program has been implemented as intended\(^1\)

Applicants should outline plans for addressing adherence, quality, comparison group experience, contextual factors, and lessons learned.

Recipients are expected to continuously improve the quality of the project by assessing whether it is being implemented as intended and is relevant and resonant with the intended audience.

Recipients will report annual interim analyses 6-months into Yr 1.

\(^1\)https://www.cdc.gov/std/Program/pupestd/Types%20of%20Evaluation.pdf
Recipients are expected to collect a common set of performance measures to assess project implementation and outcomes and use measures for learning.

A common set of performance measures will be provided within first 6 months of funding (pending OMB approval).
  - May include measures on reach, dosage, implementation quality, sustainability, partnerships, trainings, and dissemination.

Data reported to OAH on a semi-annual basis.

Recipients should obtain necessary permissions to collect required data.
Summative Outcome/Impact Evaluation

- **Summative outcome/impact evaluation**
  - Selected projects may begin at the start of year 2, depending upon readiness, and may be eligible for additional funding.
  - Plan should include annual intermediate results on behavior, attitudes, and intentions.

- **Types of evaluations:**
  - **Project Evaluation** - Evaluations of a project to determine effectiveness
  - **Component Testing** - Evaluations of key components of existing programs or strategies to determine which parts of the program or its implementation are most important for obtaining outcomes
  - **Methodological Evaluation** - Test a project/strategy’s logic model or different ways of implementing the project/strategy to learn more about how to enhance impacts
  - Any combination of the above three types
Applicants should propose a summative evaluation that will meet the standards for at least moderate scientifically valid evidence (table 5, pp. 22-23 of FOA) and will be conducted by an independent evaluator.

Describe (see appendix D of FOA):
- Proposed research questions
- Proposed research design(s)
- Discussion of the counterfactual and context
- Target population
- Consent methods
- Evaluation processes
- Outcomes/goals for the evaluation
- Measures & data sources
- Data collection timing & procedures and modes of data collection
- Potential analyses
<table>
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<tr>
<th>Level of Evidence</th>
<th>Definition</th>
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| **Strong Evidence** | - A well-designed, well-implemented randomized controlled trial  
- Low rates of sample attrition overall and between the treatment and control groups (no more than 10% difference between groups of the final sample at analysis)  
- Study demonstrates at least one sustained, statistically significant positive effect on an outcome that meaningfully reduces or avoids risk and is found for the entire relevant cohort (and not merely a subset of the cohort) related to preventing teen pregnancy, sexual risk behaviors, or other associated risk behaviors, and no statistically significant negative effects or potentially negative effects for any of the studied cohort.  
- Study is conducted by an independent researcher not a part of the publishing company nor an author of the curriculum.  
- Is based on a site sample that is sufficient to provide adequate power for the research |
| **Moderate Evidence** | - A well-designed, well-implemented quasi-experimental design study or single experimental study  
- Study demonstrates at least one sustained, statistically significant positive effect on an outcome that meaningfully reduces or avoids risk and is found for the entire relevant cohort (and not merely a subset of the cohort) related to preventing teen pregnancy, sexual risk behaviors, or other associated risk behaviors, and no statistically significant negative effects or potentially negative effects for any of the studied cohort.  
- Study is conducted by an independent researcher not a part of the publishing company producing nor an author of the curriculum.  
- Is based on a site sample that is sufficient to provide adequate power for the research |
| **Emerging/Promising Evidence** | - At least one well-designed and well-implemented non-experimental study. Data should be qualitative and quantitative. Examples include: a descriptive or exploratory study; community-participatory study; economic analysis; implementation study; or correlational study; and  
- Study demonstrates at least one sustained, statistically significant positive effect on an outcome that meaningfully reduces or avoids risk and is found for the entire relevant cohort (and not merely a subset of the cohort) related to preventing teen pregnancy, sexual risk behaviors, or other associated risk behaviors, and no statistically significant negative effects or potentially negative effects for any of the studied cohort. There is no evidence or theoretical foundation indicating that the program constitutes significant risk of harm or negative impact to those receiving it.  
- Study is conducted by an independent researcher not a part of the publishing company nor an author of the curriculum.  
- Is based on a site sample that is sufficient to provide adequate power for the research |
To be eligible for funding, applicants must demonstrate

1. The project/strategy is implementation ready (see table 4 on p. 19 of FOA) and will replicate all elements of either the SMARTool or the Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs

2. There is demand for the program from the target population
<table>
<thead>
<tr>
<th>Characteristics to Demonstrate Implementation-Readiness</th>
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<tbody>
<tr>
<td>• Name for the program to be replicated and any curricula that will be used to replicate the selected program.</td>
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<td>• Clear theory or theory of change</td>
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<td>• All materials needed for implementation available, clear, and fully developed</td>
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<td>• Procedures and activities of the program fully developed and clear</td>
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<td>• Population for whom the program designed is clear</td>
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<td>• Who implements program, including their unique qualifications, is clear</td>
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<td>• Mode of delivery is determined (i.e., face-to-face; electronically; individual, group, mixed)</td>
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<td>• Location/setting of program delivery is determined</td>
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<td>• Fidelity measures or monitoring mechanism available for program</td>
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- Recipient and evaluator(s) are expected to participate in technical assistance provided by OAH or its contractor(s).
- Final evaluation report is due no later than 90 days after the funding period ends.
  - Guidance for the final evaluation report will be provided by OAH.
- Recipients are expected to retain evaluation data for future secondary analyses for the period required by regulations.
- Recipients are expected to publish the results of their work.
APPLICATION CONTENT
Most important part of the application since it is used as the primary basis to determine whether your project meets the minimum requirements for an award under this FOA

Clear and concise project description

Components to include:

- Demonstrated Need of Community(ies) and Populations Served
- Selection of 1 of 2 Eligible Programs
- Technical Approach
- Capacity and Partnerships
- Project Management and Experience
Demonstrated Need

- Describe the community(ies) and populations within the community that will be served, and demonstrate the need.

- Describe the needs of youth, families/caregivers, and/or organizations within the community(ies) you are proposing to serve related to preventing teen pregnancy and associated risk factors, and improving adolescent health.
Demonstrated Need

- Describe the resources already available within the community(ies) for youth, families, and organizations related to preventing teen pregnancy and associated risk factors, and improving adolescent health.

- Describe how the services provided through the award will contribute to and enhance the services already available.

- Describe how the needs and resources were identified, and how you will assess needs and resources on an ongoing basis to ensure the project continues to be aligned with changing needs.
Describe the number of youth and families you plan to serve in the community(ies), and describe how the project is designed to maximize reach of those most in need of services.
 Selection of 1 of 2 Eligible Programs

- Describe the program selected for implementation (i.e., risk avoidance or risk reduction) and the curricula selected to replicate the effective elements of either the risk avoidance or the risk reduction program.
Selection of 1 of 2 Eligible Programs

- Describe how the project will be implemented with youth, and optionally at (1) the systems level and (2) with families/caregivers.

- Describe how it was determined that the proposed program is a good fit for the community and population served.
Technical Approach

- State the goals, objectives, and desired outcomes of the overall project;

- Describe how the proposed approach will meet award expectations stated earlier in this FOA

- Describe how you will implement one of the two programs with youth in each community served. Describe the intended outcomes.
Technical Approach

- Describe how your proposed approach for implementing effective programs to scale at the systems-level, with families/caregivers, and with youth is designed to have the greatest impact on preventing teen pregnancy, reducing associated risk behaviors, and promoting healthy adolescent development.

- Describe how the proposed project aligns with the needs and resources of the communities, families, and youth you intend to serve.
Technical Approach

- Describe plans for actively engaging the community, families/caregivers, and youth in the implementation, improvement, and evaluation of the project.

- Describe plans for ensuring all required performance measures data are collected and reported to OAH semi-annually, and used for continuous quality improvement.

- Describe plans for conducting a formative/process and summative evaluation of the overall project.
Capacity and Partnerships

- Describe your organization’s capacity and readiness to manage and implement the project.

- Provide a detailed description of all partners that will be involved in the project, including, but not limited to, those that will implement 1 of the 2 programs; those that will provide access to youth, families/caregivers, and systems that serve youth and families/caregivers within the community.
Capacity, Partnerships, and Experience

- Describe the roles and responsibilities for all partners, including sub-recipients, on the award.

- Include a signed Memoranda of Understanding or Letter of Commitment that clearly outlines roles, responsibilities, and commitment for all partners and sub-recipients named in the application.
For each partner and/or sub-recipient that will be responsible for implementing projects at the systems-level, with families/caregivers, and/or with youth, describe their experience and expertise working with the target population.

Describe your plan for monitoring partners and sub-recipients, including how to ensure that all projects provided within the community are well-coordinated.
▪ Describe your organization’s experience and support for the proposed project.

▪ Describe how the project aligns with your organization’s mission.

▪ Describe your organization’s previous accomplishments working with the selected community(ies) and implementing projects with success.
Project Management

- Describe how you will manage, implement, and monitor the overall project.
- Describe the approach that will be used to monitor and track progress, completion, and quality of all objectives and activities.
- Provide a description of the project team.
- Describe the roles and responsibilities of all staff and how they will contribute to achieving the project’s objectives and outcomes and who will have day-to-day responsibility for key tasks.
Project Management

- Describe the relevant experience and expertise of all known proposed staff.

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

- Describe your plans for ensuring that all staff responsible for implementing the project, including partner staff, are well trained and prepared to successfully fulfill their roles and responsibilities.
Appendices

- Appendices should include:
  - Work Plan
  - Logic Model
  - Memoranda of Understanding (MOU) or Letters of Commitment
  - Curriculum Vitae/Resumes for Key Project Personnel
  - Descriptions for Open Positions

- Appendices count toward the TOTAL page limit of your application

- Submit as single electronic file in Attachments
Work Plan

- Detailed work plan for each year of the two-year project period

- Each year’s activities should be 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 discrete and attainable within a single budget year

- Should include:
  - Goals
  - SMART (specific, measurable, achievable, realistic, and time-phased) objectives, activities to accomplish each objective, and person(s) responsible for activities
  - Timeline
  - Measures of success
Logic model should clearly depict the inputs, activities, intended outputs, and short, intermediate, and long-term outcomes for the program.
MOUs or Letters of Commitment

- Include for all organizations and entities that have been specifically named as a subrecipient or 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, as well as demonstrate current commitment to the project.

- Describe the organization’s expertise, experience, and access to population(s) to be served.
• CV/Resume for the Project Director and other proposed key personnel.

• Key personnel includes those individuals who will oversee the technical, professional, managerial, and support functions and/or assume responsibility for the validity and quality of your organization’s program.
Position Descriptions

• Position descriptions for key personnel roles that will need to be filled if funds are awarded
## Application Review Information Criteria (FOA page 58)

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<th>Factor</th>
<th>Description</th>
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<tbody>
<tr>
<td>Factor 1</td>
<td>Demonstrated Need of Community(ies) &amp; Populations served</td>
<td>15</td>
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<tr>
<td>Factor 2</td>
<td>Realistic, Practical, &amp; Meaningful Application of Project Expectations and Priorities</td>
<td>25</td>
</tr>
<tr>
<td>Factor 3</td>
<td>Technical Approach</td>
<td>20</td>
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<tr>
<td>Factor 4</td>
<td>Capacity &amp; Partnerships</td>
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<tr>
<td>Factor 5</td>
<td>Project Management and Experience</td>
<td>10</td>
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<td>Factor 6</td>
<td>Performance Measures &amp; Evaluation Plan</td>
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<tr>
<td>Factor 7</td>
<td>Reasonableness of Budget</td>
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Office of Grants Management
Submission Dates and Times

- Application is due by 6p.m. Eastern Time, Friday June 29, 2018

- 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.
<table>
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<tr>
<td>State governments</td>
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<td>City or Township governments</td>
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<td>Special district governments</td>
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<td>Independent school districts</td>
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<tr>
<td>Public and State controlled institutions of higher education</td>
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<td>Private institutions of higher education</td>
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You are not required to provide cost sharing or matching in your proposed budget.
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.
- Obtain an application package electronically by accessing Grants.gov at [http://www.grants.gov/](http://www.grants.gov/). Find it by searching the CFDA number on page 1 of the FOA.

- CFDA Number is 93.297.

- Be sure to subscribe to the announcement in Grants.gov so you receive notification of any updates to the FOA or supporting documents.
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 1 of the FOA.

- Contact Grants.gov with any questions or concerns regarding the electronic application process 1-800-518-4726.
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
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.
- **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.

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.
Application Format

- Be sure to follow Project Narrative format instructions in FOA. Your application will be disqualified if it does not conform to the format requirements.
- You must double-space the Project Narrative pages.
- You must use 12-point font.
- You should use an easily readable typeface, such as Times New Roman or Arial.
- You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.
- For Appendices and Budget Narrative, you should use the same formatting specified for the Project Narrative.
- Appendix documents such as résumés may use alternate formats common to such documents.
Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations.

If you are registering a new entity in SAM.gov, you must mail an “Entity Administrator Notarized Letter” to the FEDERAL SERVICE DESK, ATTN: SAM.GOV Registration Processing. Your notarized letter with the details required must be mailed. Your registration will not be activated until the letter is submitted and reviewed.

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

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 (72 hours).
Recommend applicants check active registration in SAM well before application deadline.

If successful and receive award must maintain an active SAM registration with 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.

- Applicant should budget no more than 30% of the total budget for evaluation activities in the first year, and no more 50% in year two, depending on the readiness for summative evaluation, including the collection of performance measure data.

- Current Salary Limitation: $189,600 effective Jan. 2018
The Project Budget Information:
SF 424A budget form
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
Application Disqualification Criteria

a) Submitted electronically via 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. $500,000

g) Your Federal funds request including indirect costs is not below the minimum indicated in Award Floor. $200,000

h) Application meets the Application Responsiveness Criteria.

i) The Total Application, including Project Narrative must not exceed 100 pages.
Applications that lack the required supporting documentation or submit additional appendix files will not be disqualified from competitive review; however, it may impact your application’s scoring under the evaluation criteria.

Be sure to follow submission instructions carefully.
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 Program Office staff for programmatic compliance.
The Director of the Office of Adolescent Health, in consultation with the Assistant Secretary for Health (ASH) 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:

- Geographic distribution of projects,
- Demographic diversity of populations to be served,
- Representation of project sites in communities of varying sizes, including rural, suburban, and urban communities, and
- Diversity of programs across projects.
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

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
Funding Process

- If an we do not make an award to you because we determine your organization does not meet either or both of the minimum qualification standards as described in 45 CFR §75.205(a)(2), we must report that determination to FAPIIS, if certain conditions apply.

- At a minimum, the information in the system if you are a prior Federal award recipient must “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” 45 CFR § 75.205(a)(2)

- This information will then be available for other organizations to review when considering you for an award.
- 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 via letter.
Application Tips

- Pay extremely careful attention to the **Application Responsiveness Criteria** (p. 29) and the **Application Disqualification Criteria** (p. 30) to make sure that your application is not disqualified from being reviewed.

- Be sure to submit your application as **only** 3 separate files
  - 1 for the entire project narrative
  - 1 for the entire budget narrative, including supporting documentation
  - 1 for all documents in the appendices uploaded in the attachments section of your grants.gov application
Application Tips

- Be clear, complete and concise in the project narrative 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.

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

- 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 project narrative, work plan, and budget should provide a complete picture of how the applicant will address the purpose and expectations in the FOA.
Application Tips

- 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.
Application Tips

- 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.
Application 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.
Program Questions
Program Office
Attn: OAH TPP Tier 1 FY2018 FOA
Email: FY18TPPTier1_FOA@hhs.gov
Telephone: 240-453-2846

Administrative or Financial Questions
Grants Management Specialist
Roscoe Brunson
Email: roscoe.brunson@hhs.gov
Telephone: 240-453-8822
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.
Questions & Answers

https://www.hhs.gov/ash/oah/grant-programs/funding-opportunities
Can the same organization submit separate applications to both TPP Tier 1 and TPP Tier 2 FOAs?

Yes, an organization can submit an application to more than one FOA. Each FOA is different and organizations should check the eligibility and expectations of each individual FOA to determine whether or not to apply. HHS/OASH/OGM will deem each application submitted by an entity eligible according to the eligibility information included in the specific FOA.
Can an organization submit more than 1 application to the same FOA?

If an eligible organization successfully submits multiple applications and each application is determined to represent a unique project that is responsive to the FOA, then each application would be considered.

The FOA states on page 30 that if multiple applications are submitted for the same project we will only review the last application received prior to the deadline.
What’s the difference between Phase I and Phase II versus Year 1 and Year 2?

Grantees will propose summative evaluation plans and may or may not be approved to implement the evaluation plans beginning in year 2 (FOA, p. 18). Phase II constitutes a separate competition and will be limited to those grantees who have successfully implemented the selected program model, as determined by an expert review panel (FOA, p. 4).
Throughout the FOA, there is language that says, “...replicate and scale up one of two programs...” What is “two programs” referring to?

The two programs are the SMARTool and the Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs (FOA, p. 3).
FAQs – Program Questions

What interventions, programs, or strategies are eligible for replication under Phase 1 Tier 1 funding?

Projects are required to replicate a risk avoidance or a risk reduction model that incorporates the common characteristics outlined in one of two programs that include the protective factors shown effective in preventing teen pregnancy and/or sexual risk behaviors with youth. The two programs include: (1) The Center for Relationship Education’s Systematic Method for Assessing Risk-Avoidance Tool (SMARTool) describes 9 elements essential for effective sexual risk avoidance ([https://www.myrelationshipcenter.org/getmedia/dbed93af-9424-4009-8f1f-8495b4aba8b4/SMARTool-Curricula.pdf.aspx](https://www.myrelationshipcenter.org/getmedia/dbed93af-9424-4009-8f1f-8495b4aba8b4/SMARTool-Curricula.pdf.aspx)), and (2) The Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs, developed by ETR describes 17 elements of effective sexual risk reduction projects ([http://go.etr.org/17-characteristics](http://go.etr.org/17-characteristics)) (FOA, pp. 12-13). Applicants can choose to replicate any curriculum as long as it incorporates all of the evidence-based elements of one of these two programs. (OASH Fact Sheet - [https://www.hhs.gov/ash/about-ash/news/2018/fy-2018-funding-opportunity-announcements-tpp-factsheet.html](https://www.hhs.gov/ash/about-ash/news/2018/fy-2018-funding-opportunity-announcements-tpp-factsheet.html)).
The SMARTool and the Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs are programs that include science-based elements for implementation. Should we select curricula that best reflect the guidance offered within these program tools?

Applicants are expected to select a curriculum and make necessary adaptations or include supplementary materials to address each of the elements in either the SMARTool or the Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs (FOA, p. 12). Applicants can choose any curriculum as long as it incorporates all of the evidence-based elements of either the SMARTool for sexual risk avoidance or the Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs for sexual risk reduction (OASH Fact Sheet - https://www.hhs.gov/ash/about-ash/news/2018/fy-2018-funding-opportunity-announcements-tpp-factsheet.html).
What if the curriculum we want to implement includes elements of both sexual risk avoidance and sexual risk reduction?

Projects that are on a continuum between the two teen pregnancy prevention programs may select either of the two programs which identify successful elements for addressing youth risk. Applicants must describe in detail how they will replicate each element of one of the two programs (FOA, p. 14)
Can we implement at three levels (youth, family/caregiver, systems levels)? Is it required we implement at three levels?

It is required that you implement with youth. However, your proposal may implement at all three levels: with youth, at the systems level and with families/caregivers, but it is not a requirement. (FOA, p. 35).
Are you required to submit a summative evaluation plan with your application? If the answer is yes, what criteria will be used to determine if you are ready and approved to begin summative evaluation in year two?

Yes, all applicants are expected to submit a summative evaluation plan with their applications for this funding announcement (FOA p. 18). Criteria for selection for going forward with the summative evaluation in year 2 will be shared with grantees during the first 6 months of the first year of funding (FOA p. 20).
How do you budget for a summative evaluation that you may or may not be approved for? If the summative evaluation were not approved, would we be asked to redirect the funding to collection of performance measures and other formative evaluation tasks?

All applicants should propose summative evaluations to meet the standards for at least moderate scientifically valid evidence (FOA, pp. 21-22). Applicants should budget no more than 50% of year 2 funding for evaluation activities, including the collection of performance measures (FOA, p. 48). Depending on the results of year one formative and process evaluations, grantees may be required to change the level of evaluation to measure the project effect as appropriate for their readiness for rigorous evaluation (FOA, p. 21).
What is the difference between the two-year evaluation agenda and the summative evaluation plan?

The two-year evaluation agenda includes plans for all proposed formative and process/implementation evaluation, as well as a proposal for rigorous evaluation and testing. (FOA, p 19)
What funding is p. 19 of the tier 1 FOA referring to? “To be eligible for funding, each applicant must demonstrate that...” Is this referring to overall funding for the Phase I project, funding for Year 2 of the Phase 1 project, or additional funding that may be provided in Year 2 for those selected to conduct a summative evaluation?

This statement on page 19 of the FOA is referring to eligibility for additional funding for the summative evaluation in Year 2 for those selected to conduct a summative evaluation.
Are applicants expected to provide plans for a summative evaluation for just year 2 or for year 2 and all of Phase II?

Applicants should propose a summative evaluation plan for year two. (FOA, p. 18)
What happens if our summative evaluation is not approved in year 1?

If your summative evaluation is not approved in year 1, you may continue to implement your approved project, but should continue to conduct formative and process/implementation evaluation, and continue to plan for summative evaluation in the competitive Phase 2 portion of the project.
What percentage of our budget can be allocated for evaluation?

Applicants should budget no more than 30% of the total budget for evaluation activities in the first year, and no more than 50% in year 2, depending upon the readiness for summative evaluation, including the collection of performance measure data (FOA p. 48).
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