Phase I New and Innovative Strategies to Prevent Teenage Pregnancy and Promote Healthy Adolescence (Tier 2)

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

Thursday, May 10, 2018
3pm-4pm EST

Persons using assistive technology may not be able to fully access information in this file. For assistance, please contact Nicole Bennett at Nicole.bennett@hhs.gov or 240-453-2846.
Purpose of Today’s Call

- Review the expectations, application content, application submission and instructions for the **Phase I New and Innovative Strategies (Tier 2) to Prevent Teenage Pregnancy and Promote Healthy Adolescence**

- FOA Due Dates:
  - Non-binding Letter of Intent – Due 5/21/18
    - Submit via email - [FY18TPPTier2_FOA@hhs.gov](mailto:FY18TPPTier2_FOA@hhs.gov)
  - Competitive Application – Due 6/29/18 by 6:00p.m. ET
Agenda for Today’s Call

- Overview of OAH
- Overview of FOA
- Program and Evaluation Expectations
- Application Content
- Application Responsiveness Criteria and Review
- Application Submission and Tip/Tricks
- FAQ Review
- Closing
Call Logistics

- Listen-only mode
- Call materials posted to OAH website in about a week
- Questions and Answers
  - Submit via email: FY18TPPTier2_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
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- Adolescent Health: Think, Act, Grow®
- New Playbook release early 2018
- https://www.hhs.gov/ash/oah/tag/index.html
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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 evaluate and test new and innovative strategies

*The webinar for the Tier 1 opportunity was held previously on May 8, 2018. Both recordings will be posted on the OAH website promptly*
Phase I FY18 TPP Tier 2 FOA Overview

- Estimated Funds Available for Competition: $22,000,000
- Anticipated Number of Awards: Up to 75
- Period of Performance: Not to exceed 2 years
- Range of Awards: $250,000 - $375,000 annually
- Anticipated Start Date: September 1, 2018
- Budget Period length: 12 months
- Type of Award: Cooperative Agreement Award
The goal is develop and test new and innovative strategies to prevent teen pregnancy, promote healthy adolescence, and address youth sexual risk holistically.

Additionally, the goal is to improve healthy decision-making and future thriving by enhancing protective factors with youth, with supplementary focus possible at the systems-level, with families and among caregivers.
Projects are expected to have high potential to enhance protective factors shown to improve the health of adolescents aged 10-19.

Projects will be funded to evaluate and test programs or strategies to improve adolescent health and address youth sexual risk holistically by focusing on protective factors.
Goal of Phase I Projects in Tier 2

- Tier 2 has two phases
  - **Phase I** - establish project merit and feasibility and to generate preliminary data prior to seeking further support for Phase II.
  - Phase I is the first two years of this award.

- **Phase II** - a separate competition and will be limited to successful Phase I awardees. The objective for Phase II is to build upon results achieved in Phase I.
  - Phase II funding is based on the merit and feasibility of the Phase II proposal and the availability of funds.
PROGRAM EXPECTATIONS
- Tier 2 projects will develop strategies to:
  - Address protective factors; **and/or**
  - Address selected/key elements of effective programs recognized by social science research to affect adolescent risk behaviors
    - The Center for Relationship Education’s Systematic Method for Assessing Risk-Avoidance Tool (SMARTool) – describes **9** key elements for effective sexual risk avoidance; **or**
    - ETR’s Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs – describes **17** key elements for effective sexual risk reduction.
<table>
<thead>
<tr>
<th>Protective Factors</th>
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<tr>
<td><strong>Youth</strong></td>
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<tr>
<td>- Positive connections to supportive adults [10, 11, 48]</td>
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<tr>
<td>- Youth engagement and opportunities for active, meaningful involvement [10, 12, 48]</td>
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<tr>
<td>- Healthy relationships [10, 13, 48]</td>
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<td>- Self-regulation and self-control [14, 15, 48]</td>
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<td>- Planning and decision making [48]</td>
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<td>- Healthy lifestyle [48]</td>
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<td>- Sense of purpose and positive view of personal future [48]</td>
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<tr>
<td><strong>Family/Caregiver</strong></td>
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<tr>
<td>- Positive connections and communication with family and caregivers [10, 16, 48]</td>
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<tr>
<td>- Parental involvement/Parental engagement [10, 17-19, 48]</td>
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<tr>
<td>- Parental monitoring and boundaries [10, 20, 48]</td>
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<tr>
<td>- Low family conflict [10]</td>
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<tr>
<td>- Family beliefs and attitudes supportive of healthy behaviors [10, 21]</td>
</tr>
<tr>
<td>- Models positive and responsible behavior [48]</td>
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<tr>
<td>- High expectations [48]</td>
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<tr>
<td><strong>Systems-Level</strong></td>
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<tr>
<td>- Positive connections to schools [22, 48], neighborhoods, organizations, and communities [10, 48]</td>
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<tr>
<td>- Safe and secure places to live, learn, and play [23-26]</td>
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<tr>
<td>- Environment supportive of healthy behaviors [10, 26, 48]</td>
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<tr>
<td>- Coordinated, adolescent and family-centered services [10, 23, 27]</td>
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<tr>
<td>- Supportive community norms [10] with clear boundaries and consequences [48]</td>
</tr>
</tbody>
</table>
Tier 2 projects will develop strategies to:

- Address protective factors; \textit{and/or}

- Address selected/key elements of effective programs recognized by social science research to affect adolescent risk behaviors

  - The Center for Relationship Education’s Systematic Method for Assessing Risk-Avoidance Tool (SMARTool) – describes 9 key elements for effective sexual risk avoidance; \textit{or}

  - ETR’s Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs – describes 17 key elements for effective sexual risk reduction.
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.

▪ Recipients will self-certify all materials have been reviewed for medical accuracy prior to use. Recipients will not be able to implement or distribute project materials until any necessary modifications have been made by the recipient to ensure medical accuracy. OAH may require materials to be submitted for additional review.
Packaging Materials

- Recipients and their subrecipients are expected to document and package key pieces of their project.

- Recipients will be expected to share copies of materials developed and used under this award with OAH.
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.
Funded recipients are expected 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.**
Evaluation & Testing Requirements

- All Recipients will:
  - Develop & implement a two-year evaluation agenda
  - Conduct formative & process/implementation evaluation
  - Collect & report performance measures
  - Propose summative evaluation
  - Submit a final evaluation report

- Recipients may:
  - Conduct optional economic evaluation
  - Start summative evaluation in year 2
Two-Year Evaluation Agenda

- Describe all proposed formative and process/implementation evaluation, as well as rigorous evaluation and testing
- Clearly identify each evaluation study proposed, the type of evaluation, and the timing for each.
- Grantees submit the agenda to OAH for review and approval prior to start of project implementation
- Grantees shall update the agenda at least annually
Formative & Process/Implementation Evaluation

- **Formative evaluation** ensures that a program is feasible, appropriate, and acceptable before it is fully implemented. It is usually conducted when a new program or activity is being developed or when an existing one is being adapted or modified.

- **Process/implementation evaluation** determines whether program activities have been implemented as intended.

Source: CDC. Types of Evaluation. Online at: [https://www.cdc.gov/std/Program/pupestd/Types%20of%20Evaluation.pdf](https://www.cdc.gov/std/Program/pupestd/Types%20of%20Evaluation.pdf)
Formative & Process/Implementation Evaluation

- Document challenges, successes, and lessons learned
- Monitor implementation of program/strategy
- Use data for continuous quality improvement
- Plans should address (at minimum):
  - Adherence
  - Quality
  - Comparison Group Experience
  - Contextual Factors
  - Lessons Learned
Formative & Process/Implementation Evaluation

- Annual interim analyses from the process evaluation shall be reported at the end of the grant year to OAH.

- Interim findings will be used to determine readiness for summative evaluation.
Performance Measures

- Collect a common set of performance measures for learning and continuous quality improvement

- 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 Evaluation

- Evaluation to determine project outcomes
- Skilled independent evaluator required
  - Should neither be an author of the curriculum nor a member of the publishing team
- OAH will work with funded recipients to finalize the evaluation design
- OAH approval required prior to initiation of the summative evaluation
  - May begin during year 2 with OAH approval
Summative Evaluation

- **Summative outcome/impact evaluation**
  - Selected projects may begin during year 2, depending upon readiness
  - Include annual intermediate results on behavior, attitudes, & 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 to meet at least the standard of moderate scientifically valid evidence (Table 5)

- Research questions
- Proposed Research design(s)
- Counterfactual and context
- Target population
- Consent Methods
- Evaluation Processes
- Outcomes/Goals for the research
- Data collection timing, procedure, & modes
- Potential Analyses

See Appendix D for example
<table>
<thead>
<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 producing the program 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 the program nor an author of the curriculum.  
- Is based on a site sample that is sufficient to provide adequate power for the research                                                                                                                                 |
Reporting and Technical Assistance

- Submit a final evaluation report to OAH by the end of the award
  - OAH will provide guidance to funded recipients
- Publish or otherwise make publicly available the results of the work supported through the project
- Retain evaluation data for future secondary analyses
- Participate in evaluation technical assistance provided by OAH
Eligibility of the Program/Strategy

- Program/strategy must be implementation-ready; and
- Demand for the program/strategy from the target population; and
- Addresses protective factors; and/or
- Addresses selected elements of either:
  1. SMARTool – describes 9 key elements for SRA models
  2. Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs – describes 17 key elements for SRR models
Implementation Readiness

- Describe the program to be tested (Is it sexual risk avoidance/sexual risk reduction? Is there curricula that will be tested?)
- Clear theory or theory of change
- All materials needed for implementation available, clear, and fully developed
- Procedures and activities of the program/strategy fully developed and clear
- Population for whom the program/strategy designed is clear
- Who implements program/strategy, including their unique qualifications, is clear
- Key elements/protective factors from one of the two science-based programs to be tested through innovative approach
- Mode of delivery is determined (i.e. face-to-face; electronically; individual, group, mixed)
- Location/setting of program/strategy delivery is determined
- Fidelity measures or monitoring mechanism available for program/strategy
APPLICATION CONTENT
Project Narrative

- 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:
  - Background and Need
  - Project Approach and Impact
  - Capacity, Partnerships, and Experience
  - Project Management
Background and Need

- Provide a clear problem statement and demonstrate the need and demand for the project. Explain how the overall approach addresses the needs identified.

- Describe the underlying, guiding theory or framework behind the proposed approach and how or why it is relevant, including whether the primary focus is risk avoidance or risk reduction.
Describe the protective factor(s) that the project intends to address in order to reduce teen pregnancy, improve adolescent health, and address youth sexual risk holistically. Justify why addressing the selected protective factor(s) using the specific approach is likely to succeed.
Project Approach and Impact

- Describe in detail the overall approach addressing all expectations in the FOA (pg. 12-24)
- Describe goals, objectives, and timeline and how these align with expectations
- Use figures, images, and tables as needed
- Include a logic model to depict the organizational planning and analysis designed to achieve expected results
- Describe the potential impact and significance of the project, including the impact directly or indirectly on adolescents and on improving adolescent health and addressing youth sexual risk holistically
Project Approach and Impact

- Include details about the proposed formative and summative evaluation designs, including:
  - Assignment methods
  - Research questions
  - Counterfactual and context
  - Population to be served
  - Consent methods
  - Evaluation process
  - Data
  - Instruments
  - Timing
  - Procedures/modes of data collection
  - Sampling plan and power analyses

- See Evaluation Template in Appendix D (pg. 80)
Capacity, Partnerships, and Experience

- Discuss how the relevant experience and capacity of the applicant organization and key partners will ensure expectations are met

- Identify key partners for the project, including their roles/responsibilities; identify subrecipients where possible

- Provide description of the project team, experience, and qualifications for key staff, including individuals who oversee the technical, professional, managerial, and support functions and/or assume responsibility for assuring the validity and quality of the project. This includes Project Director, Program Manager/Coordinator, and Lead Evaluator at a minimum
Capacity, Partnerships, and Experience

- Discuss key partnerships that need to be finalized after award, and the plan for identifying, selecting, and recruiting suitable partners for the project in a timely manner

- Explain how the project will foster a collaborative approach among the team
Project Management

- Describe how the overall project will be managed and monitored, factoring in the quality, complexity, and timeline of the project; and describe potential challenges and methods to address the challenges.

- Describe the roles/responsibilities of those on the project team and who will have day-to-day responsibility for key tasks. Describe the staffing plan, including the process for filling open positions, minimizing staff turnover, and training staff responsible for implementing the project, including partner staff.
Complete required budget forms and submit budget narrative with detailed justification

More detailed information on budget requirements will be covered later in the webinar.
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 Plan

- Logic model should clearly depict the inputs, activities, intended outputs, and short, intermediate, and long-term outcomes for the program.
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
Position Descriptions

• Position descriptions for key personnel roles that will need to be filled if funds are awarded
APPLICATION RESPONSIVENESS CRITERIA AND REVIEW
The applicant appears to have demonstrated that the program/strategy to be tested (pg. 27):
- Is implementation-ready (see table 4); and
- Addresses protective factors (see table 1); and/or
- Addresses selected elements of either the SMARTool or the Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs, depending upon whether the approach is focused on sexual risk avoidance or sexual risk reduction.

If your application does not meet the responsiveness criteria, we will eliminate it from the competition and it will not be reviewed.
## Application Review Criteria

Application Review Information Criteria (FOA pp. 53-56)

<table>
<thead>
<tr>
<th>Factor 1</th>
<th>Background and Need</th>
<th>25 points</th>
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<tbody>
<tr>
<td>Factor 2</td>
<td>Project Approach and Alignment to Expectations and Priorities</td>
<td>30 Points</td>
</tr>
<tr>
<td>Factor 3</td>
<td>Capacity, Experience, and Partnership</td>
<td>20 Points</td>
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<tr>
<td>Factor 4</td>
<td>Project Management</td>
<td>10 Points</td>
</tr>
<tr>
<td>Factor 5</td>
<td>Performance Measures &amp; Evaluation Plan</td>
<td>10 Points</td>
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<tr>
<td>Factor 6</td>
<td>Reasonableness of Budget</td>
<td>5 Points</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.
## Eligible Applicants (FOA page 26)

<table>
<thead>
<tr>
<th>Eligible Applicants</th>
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<tbody>
<tr>
<td>State governments</td>
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<tr>
<td>County governments</td>
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<tr>
<td>City or Township governments</td>
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<tr>
<td>Special district governments</td>
</tr>
<tr>
<td>Independent school districts</td>
</tr>
<tr>
<td>Public and State controlled institutions of higher education</td>
</tr>
<tr>
<td>Private institutions of higher education</td>
</tr>
</tbody>
</table>
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.
Applications must be submitted as three (3) files
- File 1: The ENTIRE project narrative
- File 2: The ENTIRE budget narrative, including supporting documentation described in the Budget Narrative content section
- File 3: All documents in the appendices uploaded in the Attachments section of your Grants.gov application

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

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

- HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF. If you convert to PDF prior to submission you may prevent any unintentional formatting that might occur with submission of an editable document.
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.
To ensure successful submission of your application, carefully follow the step-by-step instructions provided at http://www.grants.gov/web/grants/applicants/apply-for-grants.html

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

- Application for Federal Assistance (SF-424)
- Budget Information for Non-construction Programs (SF-424A)
- Assurances for Non-construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Project Abstract Summary
- Project Narrative – Submit all Project Narrative content as a single acceptable file.
- Budget Narrative – Submit all Budget Narrative content as a single acceptable file.
- Appendices – Submit all appendix content as a single acceptable file, in the Attachments section of your Grants.gov application.
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 w/current info at all times during the active award.

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

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

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

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

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

- 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
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. $375,000

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

h) Application meets the Application Responsiveness Criteria.

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,
- Diversity in evaluation types across projects, and
- Diversity of approaches 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.
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
If 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 (pp. 27) and the Application Disqualification Criteria (p. 27 and 28) 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.
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.
Are current TPP grantees eligible to apply?

Yes, current OAH TPP Programs are eligible to apply.

See Section C, Eligibility Information, on pages 26-28 of the FOA for more information regarding eligibility.
Does an applicant need to use risk reduction/risk avoidance if they’re focused on at least 1 protective factor?

No. The updated FOA (updated 5.9.2018) includes the Application Responsiveness Criteria (p. 27) which states that “the applicant appears to have demonstrated that the program/strategy is implementation-ready and addresses protective factors and/or selected elements of either the SMARTool or the Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs, depending upon whether the approach is focused on sexual risk avoidance or sexual risk reduction.”
In the FOA there is language that states recipients are to “develop and test” new and innovative strategies and then there are additional statements that indicate the program needs to be ready for implementation. Can you clarify what is meant by “develop?”

On page 77, the FOA states that an innovation may be in the early stages of development. A project should be ready for implementation, but may not yet be ready to be rigorously evaluated. As process and implementation evaluation progresses, the innovative strategy may very well be amended to ensure it is delivering the educational approach in the most meaningful way.
On page 18, the FOA states that “applicants may also propose to test emerging/promising practices but this proposal may not take the place of a more rigorous design.” However, the intent of this FOA is to fund the development and testing of innovative strategies, so all strategies or practices should be emerging/promising at the application stage. Can you clarify?

Applicants are welcome to propose studies of their strategies that contribute to the field emerging or promising evidence (see definition of Emerging/Promising Evidence in Table 5 on page 19 of the FOA). However, the proposed study must be in addition to a rigorous study that establishes at least moderate level evidence of effectiveness (p. 19).
Are applicants required to submit a summative evaluation plan with the application?

Yes, all applicants are required to include details about their proposed formative and summative evaluation designs. Refer to Appendix D for an example template available for applicants to use to provide the necessary information. Applicants should propose summative evaluation(s) that meet standards for at least moderate scientifically valid evidence (Table 5) (pp. 15, 19).

OAH will determine which grantees are ready to move forward with summative evaluation(s) based on the results of their formative evaluations (p. 18). OAH will work with recipients to finalize their evaluation design, research questions, and measures (p. 18).
If the Tier 2 phase I recipient is approved to begin the summative evaluation in year 2, will the project receive additional funds?

No, the Tier 2 FOA does not state that recipients would get additional money in year 2 of phase I for the conduct of the summative evaluation, or for any other activities.

“Funding for all approved budget periods beyond the first year of the award is generally level with the initial award amount and is contingent upon the availability of funds, satisfactory progress of the project, adequate stewardship of Federal funds, and the best interests of the Government.” (p. 25).
How will “success” be measured when selecting Phase I awardees to take part in Phase II?

The objective for Phase I is to establish project merit and feasibility and to generate preliminary data prior to seeking further support for Phase II (p. 4).

Phase II constitutes a separate competition and guidance regarding Phase II awards will be provided at a later time.
Program Questions
Program Office
Attn: OAH TPP Tier 2 FY2018 FOA
Email: FY18TPPTier2_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
From Grants.gov Technical Issues

Email: support@grants.gov

Telephone: 800-518-4726

Please do not contact OASH Program or Grants office staff for Grants.gov issues.
To ask Questions:
FY18TPPTier2 FOA@hhs.gov

Competitive Application: due 6/29/18 by 6:00p.m. ET

Webinar slides and FAQ document: on the OAH website in a few days -
https://www.hhs.gov/ash/oah/grant-programs/funding-opportunities/index.html
THANK YOU!
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