



**Administration for Children and Families**

**Administration on Children, Youth, and Families-Family and Youth Services Bureau**

**Sexual Risk Avoidance Education Program**

**HHS-2023-ACF-ACYF-SR-0035**

**Application Due Date: 07/18/2023**

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**Funding Opportunity Title:**

Sexual Risk Avoidance Education Program

**Announcement Type:**

Initial

**Funding Opportunity Number:**

HHS-2023-ACF-ACYF-SR-0035

**Primary CFDA Number:**

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**Due Date for Applications:**

07/18/2023

**Executive Summary****Notice:**

- **Applicants are strongly encouraged to read the entire notice of funding opportunity (NOFO) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at <https://www.acf.hhs.gov/grants/how-apply-grant>.**

The Administration for Children and Families (ACF), Administration on Children, Youth and Families' (ACYF), Family and Youth Services Bureau (FYSB) announces the availability of funds under the Sexual Risk Avoidance Education (SRAE) Program. The purpose of the SRAE Program is to fund projects to exclusively implement education in sexual risk avoidance education, defined by statute as voluntarily refraining from non-marital sexual activity. The services are targeted to participants who reside in underrepresented or underserved communities with high rates of teen births and/or are at greatest risk of contracting sexually transmitted infections (STIs).

Successful applicants are expected to submit program plans that agree to use medically accurate information referenced to peer-reviewed publications by educational, scientific, governmental, or health organizations; implement sexual risk avoidance curricula and/or strategies with an evidence-based approach integrating research findings with practical implementation that aligns with the needs and desired outcomes for the intended audience; and per the law, teach the benefits associated with self-regulation, goal setting, healthy decision-making, success sequencing for poverty prevention, focus on the future, healthy relationships, resisting sexual coercion, dating violence, and other youth risk behaviors, such as underage drinking or illicit drug use.

The award process for the FY 2023 SRAE Program allows three 12-month budget periods over a 36-month project period and is subject to the availability of funds.

**I. Program Description**

## **Statutory Authority**

The Sexual Risk Avoidance Education (SRAE) Program is funded generally under the authority of Section 510 of the Social Security Act, 42 U.S.C. § 710, and specifically by the appropriation for **General Departmental Management** for the Office of the Secretary under Division H, Title II of the Consolidated Appropriations Act, 2023 (Public Law. 117-328).

## **Description**

### **BACKGROUND**

The SRAE Program was first funded in FY 2016 and supports the implementation of prevention education aimed to teach youth to avoid non-marital sexual activity, self-regulation, goal setting, healthy decision-making, success sequencing for poverty prevention, a focus on the future, and the prevention of youth risk behaviors such as drug and alcohol usage. Programs are required to implement an evidence-based approach integrating research findings with practical implementation that aligns with the needs and desired outcomes for the intended audience.

According to the Centers for Disease Control and Prevention (CDC) data collected in 2019, the proportion of high school students who have had sexual intercourse significantly decreased over the past 10 years for all youth. There were also decreased reports among ninth and tenth grade students, non-Hispanic Black students in all grades, and Hispanic students in ninth, tenth, and eleventh grades [1]. In 2020, the birth rate for youth ages 15-19 reached a low of 15.4 births per 1,000 women, which decreased 8 percent from 2019 [2]. Additionally, the birth rate for teenagers declined for both younger (aged 15–17) and older (aged 18–19) teenagers 6.3 and 28.9 births per 1,000 women respectively [2]. The birth rate for African American, Hispanic/Latino, and American Indian/Alaska Native youth was 24.4, 23.5, and 25.7 births per 1,000 women (aged 15-19), respectively, and socioeconomically disadvantaged youth of any race or ethnicity experienced the highest rates of teen pregnancy and childbirth. These rates are almost two times the 10.4 rate for White teens [3]. Although there has been a significant decline in the teen birth rate for all groups, disparities still exist.

The latest CDC data indicate that young people ages 15 to 24 account for half of new sexually transmitted infections (STIs)/sexually transmitted diseases (STDs) reported annually [4]. Adolescents who are at greatest risk of STIs and unintended pregnancies are a complex and dynamic group. Thus, a targeted and holistic approach is essential to preventing non-marital sexual activity and other risky behaviors.

### **SRAE PROGRAM OVERVIEW**

#### **SRAE Goal and Objectives**

The goal of the SRAE program is to fund programs that implement education that teaches youth self-regulation, goal setting, healthy decision-making, healthy relationships, a focus on the future, and the prevention and avoidance of sexual activity and other risky behaviors. The objectives of the SRAE program are to:

1. Implement curricula that includes medically accurate information referenced in peer-reviewed publications by educational, scientific, governmental, or health organizations.
2. Select sexual risk avoidance curricula and/or strategies with an evidence-based approach to integrate research findings with practical implementation that align with the needs and desired outcomes of the targeted audience of youth.
3. Teach risk avoidance skills through methods that do not normalize teen sexual activity by applying strategies that are culturally appropriate, recognizing the experiences of youth from diverse communities, backgrounds, and experiences.
4. Target services to youth ages 10 to 19.

### SRAE Program Requirements

SRAE projects must address the following requirements:

1. Goals and Logic Model
2. Evidence-Based Strategies
3. Medically Accurate and Age Appropriate
4. Elements of Equity
5. Target Population
6. Positive Youth Development Approach
7. Referrals to Healthcare and Other Community Services
8. Performance Measurement
9. Local evaluation (optional)
10. National Evaluation
11. Sustainability Plan

### Goals and Logic Model(s)

Applicants will be required to submit the goal(s) and a logic model for the proposed programs. Logic models demonstrate how the process (specified inputs, activities, and outputs) will lead to the desired outcomes and the achievement of the goal(s). Where possible, applicants should specify short-term (short-range/ intermediary) and long-term (durable/ persisting) goals and provide the following:

Up to six outcomes that clearly state expected results or benefits of the intervention proposed and link with the goal(s).

A logic model demonstrating how proposed inputs and activities will lead to outputs and outcomes and the achievement of the goal(s).

Proposed outcomes that are specific, measurable, achievable, realistic, and time-framed (S-M-A-R-T).

### Evidence-Based Strategies

SRAE programs must exclusively implement education in sexual risk avoidance, defined by statute as voluntarily refraining from non-marital sexual activity (42 U.S.C. § 710(b)(1), and are

not required to choose from a prescribed list, as there is no mandated list of curricula required by FYSB for SRAE. SRAE recipients should make this clear to all subrecipient(s) or potential subrecipient(s). All curricula used by recipients, as well as their subrecipient(s), must be compliant with the SRAE statute which requires implementation of projects with an evidence-based approach to educate youth on how to avoid risks that could lead to non-marital sexual activity.

To ensure effective programming, the SRAE Program, at a minimum, must implement evidence-based programs that comply with the following requirements:

- Provide data that demonstrate how the selected curriculum and overall proposal systematically applies key program elements that have been found to be effective in positive youth behavior change which leads to preventing and reducing teen pregnancies, sexually transmitted infections, and sexual activity.
- Teach the benefits associated with self-regulation, success sequencing for poverty prevention, healthy relationships, goal setting, resisting sexual coercion, dating violence, and other youth risk behaviors, such as underage drinking or illicit drug use, without normalizing teen sexual activity, as required by the legislation.
- Provide formal training for facilitators/educators in the program model, elements of the program models, and youth risk and protective factors. This training must be delivered by professionals who can provide follow-up technical assistance to facilitators. Formal training for facilitators/educators on diversity, equity and inclusion is also required.
- Select curricula that has been identified in social science and educational research as having program elements that are key in attaining positive behavior change. Many of these elements have been identified in research summary documents such as the CDC Health Education Curriculum Assessment Tool:  
<https://www.cdc.gov/healthyyouth/hecat/index.htm>
- This tool provides critical elements to assist in successfully implementing programs to positively change youth behavior. For more information on programs found to be effective at preventing and reducing teen pregnancies, sexually transmitted infections, and sexual activity, go to: <https://tppevidencereview.youth.gov/ReviewProtocol.aspx>. There may be other tools and resources available to assess and select curricula.
- Make education in sexual risk avoidance be the exclusive purpose of the grant.

Programs must provide data that demonstrate the selected program model or elements of effective programs' core components are effective in youth behavior change. Programs must ensure the elements selected meet the SRAE requirements. These added elements must improve the likelihood that interventions will fit their target populations and have positive impacts on the targeted behaviors. If implementing effective program elements, the discussion must include how the selected curriculum incorporates these elements.

SRAE projects must demonstrate how their proposed programs meet the requirements to either be evidence-based or incorporate elements of effective programs by including:

1. References to a journal article or study where the core components of the program were shown to be effective (e.g., significant effects on outcomes of interests); or

2. Provide data that demonstrate how the selected overall program systematically applies core curriculum components that have been found to be effective in preventing non-marital sexual activity and other risky behaviors.

Programs may select a curriculum that fits the needs of the youth served, provided it adheres to these requirements:

1. Curricula, interventions, and activities that exclusively implement education in sexual risk avoidance, defined in statute as voluntarily refraining from non-marital sexual activity, and address the trauma needs of vulnerable youth.
2. Curriculum is medically accurate, age-appropriate with regard to the developmental stage of the intended audience, culturally appropriate, and linguistically appropriate.
3. Curricula addresses healthy relationships, life skills, and decision-making with a positive youth development approach.

### **Medically Accurate and Culturally and Age-Appropriate**

SRAE programs must provide information that is medically accurate, which means referenced in peer-reviewed publications by educational, scientific, governmental, or health organizations. Education must be culturally appropriate, recognizing the experiences of youth from diverse communities and backgrounds, and based on adolescent learning and developmental theories for the age group receiving the education.

Program materials, such as texts, supplements, workbooks, videos, flyers, handouts, posters, and flash cards should be reviewed in comparison to current medical statements of fact in accordance with the most up to date, scientifically supported information.

Applicants must provide plans to use culturally sensitive interventions that incorporate the norms, beliefs and values of the target population into the intervention. The proposed project should demonstrate cultural competence in providing socially, linguistically, and culturally appropriate interventions with the target population. Youth participation in the SRAE programs must be voluntary.

SRAE programs must provide age-appropriate information and activities. The topics, messages, and teaching methods implemented by the project must be consistent with the developmental and social maturity of the program participants and emphasize preventing and reducing teen pregnancies, sexually transmitted infections, and sexual activity.

SRAE programs shall ensure that: (A) any information provided on contraception is medically accurate and complete and ensures that students understand that contraception offers physical risk reduction, but not risk elimination; and (B) the education does not include demonstrations, simulations, or distribution of contraceptive devices.

### **Elements of Equity**

In accordance with CDC data, a disproportionate number of Hispanic, non-Hispanic black teens, and American Indian/Alaska Native teens have significantly higher than the national average of teen birth rates. Additionally, certain geographic areas of the U.S. experience disparities in teen

births, such as rural and Southern states and counties. To address these disparities, SRAE recipients must specifically target these populations.

To advance the President's Executive Order on Advancing Racial Equity and Supporting Underserved Communities Through the Federal Government (EO #13985), applicants must describe how they will reach underrepresented and underserved populations. FYSB's Adolescent Pregnancy Prevention Program will ensure programs address potential inequities and barriers to participation by assessing performance measures survey data on program participants' demographics such as race, gender, sexual identity, and ethnicity to ensure representation of underrepresented and underserved populations. The applicant must describe how they will infuse lived experience of the targeted service community in the implementation of the GD-SRAE program. The applicant must describe how they will recruit and retain historically underrepresented and underserved populations within the targeted community. The applicant must describe how they will coordinate, communicate, and engage with community-based organizations whose mission is to reach underrepresented and underserved populations. Lastly, applicants must describe staff development and training opportunities to increase knowledge of gender, race, and equity.

### **Target Populations to be Served**

SRAE Programs must provide services to youth populations, described as one or more individuals who have attained age 10 but not age 20. SRAE Programs may target services to vulnerable youth populations to include, but not limited to, the following: youth living in under-resourced regions and areas with high rates of teen births and STIs; culturally underrepresented youth populations, especially Hispanic, African American, or Native American teenagers; youth in or aging out of foster care or adjudication systems; youth who are victims of trafficking; youth who have runaway or left home due to family conflict or other crisis; youth experiencing homelessness; youth who identify as lesbian, gay, bisexual, transgender, questioning, intersex, asexual, and/or two spirit (LGBTQIA2S+), and other vulnerable or underserved youth populations.

### **Positive Youth Development (PYD) Approach**

SRAE projects must include Positive Youth Development (PYD) as part of any risk avoidance strategies to help participants build healthy life skills and protective factors that mitigate the impact of past and future negative factors, empower participants to make healthy decisions, provide tools and resources to prevent pregnancy and STIs, and prevent youth engagement in other unhealthy risk behaviors. PYD also means promoting increased youth leadership capacity through intentional projects and activities designed to enhance this skill set. These activities often include engaging young people in program planning, implementation, and quality improvement discussions. PYD could include elevating youth voices through youth advisory boards and feedback from youth with lived experience. The program approach must also include service linkages to local community partners that support the safety and well-being of the target population. For more information on PYD, please see: <https://www.acf.hhs.gov/fysb/positive-youth-development>

### **Referrals to Healthcare and Other Community Services**

SRAE Programs must provide referrals for necessary services, as needs are identified, but must



not pay for the services with ACF/FYSB grant funding. As appropriate, programs should provide referrals to providers of healthcare (e.g., substance abuse, tobacco cessation, family planning, mental health and intimate partner violence), local public health, and social service agencies. Programs are encouraged to develop partnerships to help facilitate these referrals and must document such referrals. When feasible, programs should track the initiation of service delivery. SRAE programs may only provide education to youth on the requirements provided in this funding opportunity announcement and the statute. (For more information, see *Section IV.6, Funding Restrictions.*)

## **Performance Measurement**

All recipients and subrecipient(s), including their implementation sites, will be required to collect and report information on program implementation and program outcomes through a common set of performance measures. This requirement applies to any community partners who agree to host a site or recruit program participants (e.g., school districts, non-profits). The purpose of the performance measures is to monitor and provide feedback about whether recipients are implementing SRAE programs as intended and to demonstrate progress towards expected objectives. Performance measures can also create a foundation for program improvement efforts, through federal, recipients, and program providers' examination of these data. SRAE performance measures provide information based upon the three categories of data collection listed below while rigorous evaluations assess program effectiveness and impact. SRAE performance measures will be distributed to recipients and subrecipients, who will be required to collect and report on these measures approximately twice a year. ACF/FYSB has defined measures at the recipients, provider, and program levels. For some performance measures, recipients must provide data about activities they undertake directly at the recipients level. For other measures, data are based on information about each separate provider that serves youth directly (i.e., provider level) or each program model that a provider is implementing (i.e., program level). A program model is defined as the core curriculum plus other lessons or activities that may be integrated with the core curriculum to meet the SRAE requirements. In addition, data are also collected from the youth themselves through participant entry and exit surveys.

Ultimately, recipients are responsible for submitting performance measures from the recipient, provider, and program levels to ACF/FYSB.

The following are the three categories of SRAE performance measures for data collection and submission:

1. Structure, cost, and support for program implementation;
2. Attendance, reach, and dosage; and
3. Participants' entry and exit surveys (which capture characteristics, behaviors, program experiences, and perceptions of effects).

Applicants applying for funds must indicate their agreement to collect the SRAE performance measures and submit the data to ACF/FYSB. Recipients will be expected to check local and state laws, policies, and procedures to ensure the collection of performance measures data are feasible and obtain any necessary permissions (e.g., formal agreements with partners, Institutional Review Board (IRB) approval, copies of school district approvals) to collect these data.

Recipients are responsible for ensuring all subrecipients and implementation sites collect and submit the SRAE performance measures. FYSB will provide training on how to conduct performance measures data collection and reporting. Recipients may develop additional indicators of program performance, as needed, including adding items to the participant entry or exit surveys. Feedback from youth participants on their satisfaction with the services can be included as additional indicators beyond the Office of Management and Budget (OMB)-approved measures for participant entry and exit surveys.

However, all FYSB OMB-approved items must be administered first, in the order presented in the approved survey, before any additional items are added. Any additional survey items should be added at the end of the OMB-approved survey and should not be submitted to ACF/FYSB.

For more information about the SRAE performance measures, including definitions, survey instruments, and data collection tools, please see [www.sraepas.com](http://www.sraepas.com).

*NOTE: Consistent with the Paperwork Reduction Act (PRA) of 1995, (44 U.S.C. §§ 3501-3521), under this NOFO, ACF will not conduct or sponsor, and a person is not required to respond to, a collection of information covered by such Act, unless it displays a currently valid OMB control number. ACF has obtained OMB approval (OMB Control Number 0970-0536; Expiration Date December 31, 2023) under PRA to request and collect performance measures.*

## **Local Evaluation**

ACF/FYSB is interested in supporting high-quality, well-designed local evaluations that advance the larger field of sexual risk avoidance education and provide learning opportunities for SRAE programs. ACF/FYSB will work in collaboration with the prime recipient to disseminate information about the evaluation findings. SRAE evaluations conducted or supported should be as follows:

- Rigorous;
- Evidence-based; and
- Designed and conducted by independent evaluators who have experience in conducting research or evaluation studies.

Three types of methodologies are permitted for local evaluations:

- Impact evaluations: efficacy/effectiveness studies that have a control/comparison group that either receives no services or distinct services from the intervention group and, preferably, measure behavioral outcomes beyond the period directly following the end of programming, when feasible;
- Comprehensive needs assessments: scientific/systematic investigations which identify the needs of the population served, determine root causes of the needs, identify current barriers to addressing them, and prioritize approaches for meeting those needs in the future; and
- Descriptive studies: studies that both document and link both program implementation (i.e., activities/components/content/delivery) and participant outcomes. Descriptive evaluations are those that generate knowledge or understanding about SRAE programs

and the populations served.

Well-conducted evaluations require time for planning, implementation, analysis, reporting, and dissemination activities. Applicants are advised to develop evaluation timelines that are sufficient for conducting impact studies, comprehensive needs assessments, or descriptive studies that document and link program implementation and participant outcomes. FYSB also recommends applicants review the current SRAE evaluation resources to inform the evaluation plan, including the research questions and evaluation design. These resources can be found at <https://sraene.com/resources>

Local evaluations must be designed and conducted by independent researchers, called “local evaluators,” who have experience in conducting evaluations of youth-focused programs in the community. The expertise of the evaluator should match the type of methodology for the proposed local evaluation. Examples of independent evaluators may be universities, research organizations, evaluation consultants, or other institutions with experience in conducting high-quality evaluations of community programs.

Recipients’ local evaluation plans included in their applications must include:

- Research questions; and
- Research design, including:
  - an appropriate design (i.e., recipients that propose to conduct descriptive evaluations must use data and analysis to describe and explain the importance/implications of the program’s processes and/or population served);
  - a plan for recruiting participants;
  - planned sample size, including the size of each condition in the case of impact evaluations, as well as the timing of sample enrollment (i.e., when sample enrollment will begin and end, and the monthly and annual sample enrollment targets);
  - proposed measures, including any measures in addition to the OMB-approved performance measures);
  - data collection methods, including any plans for tracking participants over time, as relevant;
  - data analysis plan; and
  - detailed timeline for conducting the local evaluation

If multiple waves of data collection will be conducted, the timeline must include those waves.

ACF/FYSB will provide technical assistance and/or training to prime recipients conducting local evaluations and their local evaluators, on evaluation planning, implementation, analysis, reporting, and dissemination, to maximize learning from these projects. As part of the technical assistance, prime recipients may also be asked to complete standardized forms and templates to describe their evaluation plans and submit evaluation updates. These forms and templates are subject to OMB approval under the PRA. ACF/FYSB will obtain OMB approval prior to requiring prime recipients to complete the forms and/or templates. Prior to the initiation of local evaluation activities, prime recipients will be required to work with ACF/FYSB to refine, improve, and make necessary changes to the evaluation

design/methods, develop or select assessments and data collection instruments, and pilot and pre-pretest methods and instruments (if possible). ACF/FYSB approval will be required prior to the initiation of a proposed evaluation plan. A federal contractor may review the evaluation plan and funding for each of the evaluation activities and recommend an adjustment to the plan and proposed level of funding.

Upon completion of local evaluations, prime recipients may be asked to submit a final report to ACF/FYSB. The final report template is subject to OMB approval under the PRA, which ACF/FYSB will obtain prior to use. Although ACF/FYSB will provide technical support to prime recipients that propose local evaluations, the prime recipients will ultimately have oversight of the entity that conducts the evaluation and the subrecipient(s) they select to participate in the evaluation and what data will be collected.

Prime recipient funding levels will not be adjusted if a local evaluation is not proposed. Applicants should carefully assess whether they have the capacity and sufficient funding allocated to conduct a local evaluation within the project period. Applicants must indicate whether they are proposing a local evaluation or not. Applicants must also describe either their lack of experience conducting and/or participating in rigorous evaluations or provide a detailed description of their evaluation experience, including having conducted and/or participated in evaluations, the type of evaluation, the sample sizes, the target populations, and the primary research questions.

SRAE programs that choose to conduct a local evaluation are required to set aside a maximum of 20 percent of their annual funding for evaluation activities.

### **National Evaluation**

ACF/FYSB will conduct a national, descriptive study, which includes FYSB projects, e.g., state-led programs or subrecipient programs funded under this NOFO. All applicants must indicate their agreement to participate in the national evaluation.

ACF/FYSB may invite a subset of projects, e.g., state-led programs or subrecipient programs funded under this NOFO to participate in a rigorous, federal evaluation. Federal evaluations are subject to the PRA, and ACF/FYSB will receive all approvals prior to launching any evaluations.

### **Sustainability Plan**

Applicants must propose a plan for the project sustainability after the period of federal funding ends. The plan should address key elements of their grant project, e.g., strategies or services and interventions, which have been effective in improving practices and outcomes. The plan must include ongoing activities to involve a subset of youth participants, family members, and community leaders to provide feedback on how to improve the program.

### **SRAE POST AWARD REQUIREMENTS**

The acceptance of federal funds under this NOFO will signify agreement by the recipient that it must comply with the following requirements:

- Have the program fully functioning within 90 days following the Notice of Award for the grant. Recipients must provide services for a minimum of 33 months of the 36-month project period (e.g., 3-month start-up period).
- Have facilitators/educators formally trained in the program model or elements of the program model by professionals who can provide follow-up technical assistance to facilitators.
- Provide diversity, equity, and inclusion trainings for facilitators /educators. Send at least two key staff persons to the 3-day Adolescent Pregnancy Prevention (APP) Program Annual Grantee Conference to be tentatively held in the Washington, DC area in 2024 or through a virtual platform.
- Have a minimum of two staff persons attend at least one of two topical training sessions offered each year of the 3-year project period in areas such as Washington, DC; Portland, Oregon; and Boston, Massachusetts or through a virtual platform.
- Collect and report on all OMB-approved federal SRAE performance measures (prime recipient, partners, and sub-recipients).
- Participate in a new recipient orientation webinar. The webinar is expected to be held shortly after the official award date.
- For prime-recipients conducting local evaluations, participate in training and technical assistance provided by the government and follow related guidance provided by ACF/FYSB.

For more information on application components specific to this NOFO, please reference *Section IV.2 The Project Description*.

## GLOSSARY OF TERMS

The terms “sexual risk avoidance,” “age-appropriate,” “rigorous,” and “youth” are defined according to the SRAE authorizing statute at 42 U.S.C. 710(e). All other terms are defined by applicable research for the purposes of this NOFO.

**Activities** – All the actions needed to prepare for and carry out the program. This includes program and financial management, intervention activities, training activities, and staff debriefings.

**Adaptation** – The modification of an evidence-based intervention that has been developed for a single, demographic, ethnic, linguistic, and/or cultural group for use with other groups.

**Age-appropriate** – Suitable (in terms of topics, messages, and teaching methods) to the developmental and social maturity of the particular age or age group of children or adolescents, based on developing cognitive, emotional, and behavioral capacity typical for the age or age group.

**Continuous Quality Improvement** – A continuous and ongoing effort to achieve measurable improvements in the efficiency, effectiveness, performance, accountability, outcomes, and other indicators of quality in services or processes.

**Core Components** – Program characteristics that must be kept intact when an intervention is being replicated or adapted for it to produce program outcomes similar to those demonstrated in the original evaluation research that provided evidence for effectiveness.

**Dating Violence** – The type of intimate partner violence that occurs between two young people

who are, or who were once in an intimate relationship.

**Effectiveness** – The impact of a program under conditions that are likely to occur in a real world implementation.

**Equity** - the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; LGBTQIA2S+ persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

**Evidence-Based** – Interventions, strategies, approaches, and/or program models that have been evaluated using rigorous evaluation design such as randomized controlled or high-quality quasi-experimental trials and that have demonstrated positive impacts for youth, families, and communities.

**Fidelity** – The degree to which an intervention is delivered as designed. Faithfulness with which a curriculum or program is implemented; that is, how well the program is implemented without compromising the core content that is essential for the program effectiveness.

**Goal Setting** – The process of deciding what to accomplish and devising a plan to achieve the desired result(s).

**Healthy Relationships** – Peer, romantic, marriage, family, and other interactions that are based on trust, honesty, and respect, and allow adolescents to feel supported, connected, and independent. In healthy relationships, key elements are communication, appropriate boundaries, empathy, effective conflict resolution, and resistance of peer pressure.

**Implementation** – The process of introducing and using interventions in real-world service settings, including how interventions or programs are adapted, sustained, and taken to scale.

**Key Program Elements** – Information and concepts central to implementation of the sexual risk avoidance education program.

**Medically Accurate** - Medical information must be verified or supported by the weight of research. The research must be conducted in compliance with accepted scientific methods and published in peer-reviewed journals where applicable, or comprise information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete.

**Memorandum of Understanding (MOU)** – A written statement from a stakeholder organization or individual describing a commitment, including possibly a financial role, in supporting the implementation of a program.

**Normalizing Teen Sexual Activity** – Creating the impression that teen sexual activity outside of marriage is appropriate and/or healthy behavior.

**Organizational Capacity** – The resources (e.g., staff, skills, facilities, finances, technology, partnerships capabilities, and other resources) an organization has to implement a program.

**Outcomes** – The intended effects of the implemented program or program elements such as increase in knowledge, development of skills, and behavior changes.

**Objectives** – The specific and measurable actions that support the expected result of the program.

**Performance Measures** – Indicators that are designed for the ongoing monitoring and reporting of program accomplishments, particularly progress toward pre-established goals.

**Rigorous** – With respect to research or evaluation, using established scientific methods for measuring the impact of an intervention or program model in changing behavior (specifically

sexual activity or other sexual risk behaviors), or reducing pregnancy among youth; or other evidence-based methodologies established by the Secretary.

**Self-Regulation** – The act of managing thoughts and feelings to enable goal directed actions, including a variety of actions necessary for success in school, relationships, and the workplace.

**Sexual Risk Avoidance** – Voluntarily refraining from non-marital sexual activity.

**Sexually Transmitted Infections (STIs) or Sexually Transmitted Diseases (STDs)** – STIs/STDs are harmful diseases that are passed from one person to another through sexual contact. These include chlamydia, gonorrhea, genital herpes, human papillomavirus, syphilis, and human immunodeficiency virus. Many of these STIs/STDs do not show symptoms for a long time. Even without symptoms, they can still be harmful and passed on during sex. Avoiding sexual activity is the most reliable way to prevent and protect against STIs/STDs. See .

<https://www.cdc.gov/std>

**Success Sequencing for Poverty Prevention** – The three steps that young adults should take to improve the likelihood of successful economic outcomes when reaching adulthood. The steps include, but are not limited to, graduating from high school, working a full time job, and waiting until marriage to have children.

**Youth** – One or more individuals who have attained age 10, but not age 20.

## References

1. Centers for Disease Control and Prevention (CDC). 1991-2019 High School Youth Risk Behavior Survey Data. Available at <http://yrbs-explorer.services.cdc.gov/>. Accessed on December 14, 2022.
2. Osterman MJK, Hamilton BE, Martin JA, Driscoll AK, Valenzuela CP. Births: Final data for 2020. National Vital Statistics Reports; vol 70 no 17. Hyattsville, MD: National Center for Health Statistics. 2022. DOI: <https://dx.doi.org/10.15620/cdc:112078>.
3. Osterman MJK, Hamilton BE, Martin JA, Driscoll AK, Valenzuela CP. Births: Final data for 2020. National Vital Statistics Reports; vol 70 no 17. Hyattsville, MD: National Center for Health Statistics. 2022. DOI: <https://dx.doi.org/10.15620/cdc:112078>.
4. Centers for Disease Control and Prevention Morbidity and Mortality Weekly Report: Youth Risk Behavior Surveillance, (2015)  
<http://www.cdc.gov/HealthyYouth/sexualbehaviors/>

Please note that providing a link to the non-federal resource in this NOFO does not constitute an endorsement by ACF or any of its employees of the sponsor of this source  
<https://sraene.com/resources> of the information or products presented on this site.

## II. Federal Award Information

**Funding Instrument Type:**

G (Grant)

**Estimated Total Funding:**

\$20,000,000

**Expected Number of Awards:**

50

**Award Ceiling:**

\$450,000  
Per Budget Period

**Award Floor:**  
\$300,000  
Per Budget Period

**Average Projected Award Amount:**  
\$400,000  
Per Budget Period

**Anticipated Project Start Date:**  
09/30/2023

**Length of Project Periods:**  
36-month project period with three 12-month budget periods

**Additional Information on Project Periods and Explanation of 'Other'**

**Additional Information on Awards:**

**Awards made under this funding opportunity are subject to the availability of federal funds.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** For more information on these requirements, see *Section III.2. Cost Sharing or Matching*.

Awards are subject to the satisfactory progress by the prime recipient; a determination that continued funding would be in the best interest of the federal government; and the availability of federal funds. The Grants Project Team (Grant Management Specialist, Federal Project Officer, and Technical Assistance Provider) will use the recipient's semi-annual performance progress and financial reports, site visits, audit reports, and other supporting documentation to determine, in accordance with the requirements in the NOFO and statute, if satisfactory progress is being made. FYSB will factor in the recipient's ability to meet the due dates as identified in the NOFO. The Grants Project Team's review of reports and other documentation will be used to assess progress in the following areas: 1) accomplishing the project goals, objectives, and activities; 2) completing proposed activities; and 3) documenting allowable expenses that support project goals, objectives, and the approved budget. Please refer to *Section VI.3. Reporting* for more information on required reports.

### III. Eligibility Information



### III.1. Eligible Applicants

Applicants eligible for SRAE funding are as follows:

- State, territorial, or county governments
- City or township governments
- Special district governments
- Independent, regional, and local school districts
- Public and state controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than federally recognized tribal governments)
- Non-profits having 501(c)(3) status with the IRS other than institutions of higher education
- Non-profits without 501 (c)(3) status with the IRS other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses

Applicants serving an emerging, unserved, or underserved population or remote geographic area are encouraged to apply for funding under this NOFO.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

#### **Reference to Legal Status**

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:

No

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all criteria listed in 45 CFR § 75.306.

**For awards that require matching by statute**, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost sharing funds as shown in the Notice of Award (NoA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

### III.3. Other

#### **Application Disqualification Factors**

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity.

#### **Award Ceiling Disqualification**

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

#### **Required Electronic Application Submission**

ACF requires electronic submission of applications at Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

Applicants that do not have an internet connection or sufficient computing capacity to upload large documents to the internet may contact ACF for an exemption that will allow the applicant

to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "[ACF Policy for Requesting an Exemption from Electronic Application Submission](#)."

### **Missing the Application Deadline (Late Applications)**

**The deadline for electronic application submission is 11:59 pm ET on the due date listed in the Overview and in Section IV.4. Submission Dates and Times.** Electronic applications submitted to Grants.gov after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from Grants.gov, will be disqualified from competitive review and funding under this funding opportunity. That is, applications submitted to Grants.gov, on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and funding under this funding opportunity.

Applications submitted to Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at, or acknowledged by ACF.

Each time an application is submitted via Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF will be acknowledged.

**The deadline for receipt of paper applications is 4:30 pm ET on the due date listed in the Overview and in Section IV.4. Submission Dates and Times.** Paper applications received after 4:30 pm ET on the due date will be disqualified from competitive review and funding under this funding opportunity. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

### **Notification of Application Disqualification**

Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this NOFO.

## **IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Ricky  
Richard  
FYSB Operations Section c/o F2 Solutions  
Attn: Sexual Risk Avoidance Education Program NOFO  
1401 Mercantile Lane, Suite 401  
Largo  
MD  
20774

1-855-792-6551  
TechAssist@FYSB.net  
<http://www.grants.gov/>  
**Application Packages**

### **Electronic Application Submission:**

The electronic application submission package is available in the NOFO's listing at Grants.gov.

### **Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms (SFs), assurances, and certifications are available in the "Select Grant Opportunity Package" available in the NOFO's Grants.gov Synopsis under the Package tab at Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to Grants.gov.

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## **IV.2. Content and Form of Application Submission**

### **FORMATTING APPLICATION SUBMISSIONS**

**Each applicant applying electronically via Grants.gov is required to upload only two electronic files, excluding SFs and Office of Management and Budget (OMB)-approved forms. No more than two files will be accepted for the review, and additional files will be removed. SFs and OMB-approved forms will not be considered additional files.**

### ***FOR ALL APPLICATIONS:***

#### **Authorized Organization Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

#### **Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

#### **Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

### **Accepted Font Style**

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

### **English Language**

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

### **Page Limitations**

**Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:." Page limitation(s) do not include SFs and OMB-approved forms.**

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have extra pages removed, and those pages will not be reviewed.

### **Application Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

### **Adherence to NOFO Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF's NOFO formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review and will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF's NOFO formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

### **Corrections/Updates to Submitted Applications**

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Other, Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all SFs and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

### **Accepted Application Format**

With the exception of the required SFs and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

With the exception of Standard Forms and OMB-approved forms, the application submission in its entirety (Project Description and Appendices files) is limited to 100 pages.

File 1 Project Description - The suggested page length for the project description is 70 pages and must include the following:

1. Table of Contents
2. Project Summary/Abstract
3. Objectives and Need for Assistance
4. Expected Outcomes

5. Approach
6. Project Timelines and Milestones
7. Program Performance Evaluation Plan
8. Organizational Capacity (e.g., resumes, job descriptions, organizational charts)
9. Logic Model
10. Line Item Budget and Budget Justification
11. Plan for Oversight of Federal Award Funds
12. Project Sustainability Plan

File 2 Appendices - The suggested page length for appendices is 30 pages and must include the following:

1. Third-Party Agreements/MOUs
2. Letter of Support
3. Proof of Legal Status (if applicable)
4. Indirect Cost Rate Letter (if applicable)

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are required to submit their applications electronically unless they have received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

**Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.**

**File One:** Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

**File Two:** Must contain all documents required in the Appendices.

### **Adherence to the Two-File Requirement**

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

### **Application Upload Requirements**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the

ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Applicants” at the top bar menu and select “Adobe Software Compatibility”, which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

### **Required SFs and OMB-approved Forms**

SFs and OMB-approved forms are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required SFs, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces).** Please also see <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

### **Use only file formats supported by ACF**

Applicants must submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDFs in order to comply with the two-file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete, and ACF will not make any awards based on an incomplete application.

### **ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)



### **Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete, and ACF will not make awards based on an incomplete application.

### **FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy for Requesting an Exemption from Required Electronic Application Submission*" at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

### **Format Requirements for Paper Applications**

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single NOFO, or multiple applications under separate NOFOs, each application submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and Funding Opportunity Number.

Applicants using paper format should download the application forms package associated with the NOFO's Synopsis on Grants.gov under the Package tab.

Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

### **Addresses for Submission of Paper Applications**

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

### **Required Forms, Assurances, and Certifications**

**Applicants seeking an award under this funding opportunity must submit the listed SFs, assurances, and certifications with the application.** All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at Grants.gov.

<b>Forms/Assurances/Certifications</b>	<b>Submission Requirement</b>	<b>Notes/Description</b>
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
<p>Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.</p>	<p>Required of all applicants.</p> <p>Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.</p> <p>Obtain a UEI and SAM registration at: <a href="http://www.sam.gov">http://www.sam.gov</a></p> <p>.</p>	<p><i>See Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM) for more information.</i></p>
<p>SF-424 Key Contact Form</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>	<p>Submission of the certification is required for all applicants.</p>
<p>SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project.</p>

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Additional Required Assurances and Certifications

**Mandatory Grant Disclosure**

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

**And to:**

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

**Fax:** (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

**Email:** [grantdisclosures@oig.hhs.gov](mailto:grantdisclosures@oig.hhs.gov)

**Non-Federal Reviewers**

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applications are submitted electronically, ACF will omit the same specific salary rate information from copies made for use during the review process.

**The Project Description**

**The Project Description Overview**

**General Expectations and Instructions**

The Project Description provides the information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the NOFO, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length.

Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the application.

**Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

**Project Summary**

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

### **Geographic Location**

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

#### **Non-Profit Organizations**

##### **Proof of Non-Profit Status Options:**

##### **Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible**

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

#### **For-Profits and Small Businesses**

For-profit organizations (including small businesses) applying for funding must submit the following to provide proof of their legal status: Documentation establishing the power granted to the entity to enter into contractual relationships and/or accept awards (i.e., articles of incorporation, bylaws).

#### **Small Businesses**

Small businesses must submit a certification signed by the chief executive officer or designee that states that the entity qualifies as a small business under 13 CFR §§ 121.101- 121.201.

**Need for Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

**Objectives**

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area. The discussion may also include brief descriptions of existing programs and/or gaps therein to address the problem. However, the applicant should avoid detailed descriptions of these programs. The goal is not to describe all programs and activities in the state, but rather to demonstrate that the applicant has assessed how best to use the available grant funds.

**Expected Outcomes**

Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

**Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Describe how the project will educate youth on personal responsibility, self-regulation, goal setting, healthy decision-making, with a focus on the future, and preventing sexual activity and other youth risk behaviors. In addition, describe how the program incorporates a positive youth development approach that includes risk and protective factors in young people's lives that are known to influence sexual activity and other risky behaviors.

Describe how interventions will address the trauma needs of vulnerable youth and will ensure all curricula, services, and materials are medically accurate, culturally and age appropriate, and voluntary.

Describe how the project will teach the benefits associated with each of the following: self-regulation; success sequencing for poverty prevention; healthy relationships; goal setting; resisting sexual coercion; dating violence; and other youth risk behaviors such as underage drinking or illicit drug use without normalizing teen sexual activity.

Provide a rationale for choosing the selected curriculum and cite evidence that demonstrates how

the selected curriculum and overall proposal applies key program elements that have been found to be effective in positive youth behavior change, especially as related to delaying initiation of sexual activity.

Describe the process and tools that will be used to monitor program fidelity, and, if adaptations are planned, provide a clear rationale for the proposed adaptations.

Describe the range of mechanisms that will be used to deliver services (i.e., school-based programs and/or youth development programs). The description must identify referral resources, include information about how referrals will be made to other services and programs, and details on how follow up will take place, when appropriate.

Provide a detailed description of the curriculum, interventions, and activities including an overview of the modules in the curriculum and types of activities and interventions that will be conducted and how they align with the SRAE goals, objectives, and requirements.

Provide a clear justification of the estimate of the overall program participants in each year of the project. Applicants must include a description of the types of participants by age groups or grades, race, ethnicity, and other descriptive factors.

Provide a detailed, thorough, and realistic description of the recruitment and retention plan for target population. The approach described must be specific for the target population, service delivery location, and implementation setting.

Describe the strategies that are culturally and linguistically responsive to the target population(s) to be used to effectively recruit and retain youth participants.

Identify all methods used that will ensure facilitators/educators who will deliver the program(s) have been or will be formally trained in the SRA program model, key research-based program elements that have been found to be effective in positive youth behavior change (especially as related to delaying initiation of sexual activity and returning to a lifestyle without sex), and other related youth risk and protective factors. This training is to be delivered by professionals who can provide follow-up technical assistance to facilitators. Provide a description of the types and frequency of diversity, equity, and inclusion training that will be conducted throughout the project period.

Provide a detailed, thorough, and realistic description of the recruitment, retention, professional development training, and technical assistance plan for facilitators/educators throughout the project period.

Include a detailed description of how each proposed position is appropriate and relevant to the successful implementation of the proposed project.

Applicants who intend to conduct a local evaluation must provide a plan to implement the evaluation in the 36-month project period. The plan must include:

1. Proposed research questions;

2. Plan for rigorous evaluation design;
3. Plans for procuring an independent, local evaluator inclusive of proposed evaluation infrastructure in addition to a summary of evaluator's relevant experience should be clearly described with an understanding that modifications may be required after a local evaluator is officially hired and/or federal government-sponsored technical assistance is provided. Applicants that propose to conduct a local evaluation must provide a plan to ensure that the evaluation will address the following:
  - Answer important questions of interest to the applicant, if awarded, and the community to the larger field of sexual risk avoidance education;
  - Include an appropriate evaluation design;
  - Address sexual risk avoidance outcomes; specifically, sexual activity or other sexual behaviors, to include preventing pregnancy among youth;
  - Address outcomes; including self-regulation, and success sequencing for poverty prevention, healthy relationships, goal setting, and resisting sexual coercion, dating violence and other youth risk behaviors such as underage drinking or illicit drug use without normalizing teen sexual activity; and
  - Meet expectations of rigor that ACF provides through a system of technical assistance.

Applicants must clearly state their assurance/agreement that the applicant organization and any subrecipients will participate, if selected for the national evaluation(s).

### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

### **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts.
- Resumes.
- Curricula Vitae (CV).
- List of Board of Directors.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.



- Job descriptions for each vacant key position.

### **Program Performance Evaluation Plan**

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

The plan must describe how data will be collected and reported on OMB-approved program performance measures.

### **Logic Model**

Applicants must submit a logic model for designing and managing their projects. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this funding opportunity, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

### **Project Sustainability Plan**

Applicants must propose a plan for project sustainability after the period of federal funding ends. Recipients are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and outcomes.

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

### **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities).

Collaboration/consortia applicants must provide Letters of Commitment or MOUs identifying the primary applicant and all collaborators that are responsible for project activities.

### **Letters of Support**

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

## **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information SF, either SF- 424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If cost sharing or matching is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

**Special Note:** *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity*

*may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable. Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Include costs in the budget for two key staff persons to attend the 3-day Adolescent Pregnancy Prevention Annual Grantee Conference and for two key staff persons to attend a minimum of one of two topical training sessions offered in each year of the 36-month project period.

Applicants proposing local evaluations must propose a budget with no more than 20 percent of project costs devoted to evaluation.

## **General**

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

## **Personnel**

**Description:** Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

**Justification:** For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

## **Fringe Benefits**

**Description:** Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a

direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

**Justification:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act taxes, retirement, taxes, etc.

## **Travel**

**Description:** Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

**Justification:** For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/recipient orientations should be detailed in the budget justification.

## **Equipment**

**Description:** "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR §75.439 for more information.

**Justification:** For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

## **Supplies**

**Description:** Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000. See 45 CFR § 75.453 for more information.

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

## **Contractual**

**Description:** Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR § 2.101(b). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualifies as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

## Other

**Description:** Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

**Justification:** Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under this category.

## Indirect Charges

**Description:** Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by HHS or another cognizant federal agency.

**Justification:** An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

**Justification:** This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

### **Commitment of Non-Federal Resources**

**Description:** Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

**For awards that require matching or cost sharing by statute**, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NoA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**Justification:** If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this funding opportunity.

### **Paperwork Reduction Act Disclaimer**

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2025. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

### **Electronic Submission via Grants.gov**

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

### **Electronic Delivery**

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

### **How to Register and Apply through Grants.gov**

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award (SAM) registration which provides a Unique Entity Identifier (UEI), and Grants.gov account to apply for grants.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entities ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

**Register with SAM:** All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

**Create a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

**Add a Profile to a Grants.gov Account:** A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. For detailed instructions about creating a profile on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>

**EBiz POC Authorized Profile Roles:** After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

**Track Role Status:** To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; this step is often missed and is crucial for valid and timely submissions.

### **How to Submit an Application to ACF via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

For an overview of applying on Grants.gov using Workspaces, refer to:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

**Create a Workspace:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

**Complete a Workspace:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check



for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

**Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

**NOTE:** Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

**Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

**Complete SF-424 Fields First:** These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

**Submit a Workspace:** An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

**Track a Workspace:** After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:

<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific funding opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking and understanding background information on the issue.

### **Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by 11:59 pm ET on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their

application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet connections should be aware that transmission can take some time before Grants.gov receives your application. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role.

### **Issues with Federal Systems**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "[Policy for Applicants Experiencing Federal Systems Issues](#)" document for complete guidance.

### **Request an Exemption from Required Electronic Application Submission**

To request an exemption from required electronic submission, please refer to ACF's "[Policy for Requesting an Exemption from Required Electronic Application Submission](#)" document for complete guidance.

### **Paper Format Application Submission**

**An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7. Other Submission Requirements* of this funding opportunity for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 pm ET on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this funding opportunity.

## **IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)**

All applicants must have a UEI and an active registration with SAM (<https://www.sam.gov>) prior to applying to a funding opportunity.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, the SAM registration must be active throughout the life of the award. Your SAM registration must be renewed every 365 days to keep it active.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e., Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to request a UEI, register for, or renew a registration, at SAM.

Please see the “Help” tab at <https://sam.gov/content/help> for more information and assistance with this process.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency to:

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV;
- Provide its UEI in each application or plan it submits to the OPDIV; and
- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

#### **IV.4. Submission Dates and Times**

Number of Days from Publication \_\_\_\_\_

Number of Days from Publication 60

##### **Due Date for Applications**

07/18/2023

##### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

##### **Electronic Applications**

The deadline for submission of electronic applications via Grants.gov is 11:59 pm ET on the due date. Electronic applications submitted at 12:00 am ET on the day after the due date will be

considered late and will be disqualified from competitive review and funding under this funding opportunity.

Applicants are required to submit their applications electronically via Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via Grants.gov are available at:  
[www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

Applications submitted to Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

### **Mailed Paper Format Applications**

The deadline for receipt of mailed, paper applications is 4:30 pm ET on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Hand-delivered applications must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 am ET and 4:30 pm ET Monday through Friday (excluding federal holidays).

Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 pm ET on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 pm ET on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process

described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

### **Emergency Extensions**

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

## **Acknowledgement of Received Application**

### **Acknowledgement from Grants.gov**

Applicants will receive an initial email upon submission of their application to Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations.

Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

### **Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

### **Acknowledgement from ACF of receipt of a paper format application:**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

## **IV.5. Intergovernmental Review**

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this funding opportunity with regard to E.O. 12372.

## **IV.6. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are

unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR § 75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR § 75.460)

Pre-award costs are not allowable.

Construction is not an allowable activity or expenditure under this award.

Purchase of real property is not an allowable activity or expenditure under this award.

Funds under this NOFO cannot be used for the following purposes:

- To supplant or replace current public or private funding
- To supplant ongoing or usual activities of any organization involved in the project
- Funds must not be used to provide separate services, such as health care, educational services (e.g., tuition for formal K-12/ General Educational Development (GED) classes, career development), or counseling services (e.g., substance abuse, including alcohol, tobacco cessation, mental health issues, and intimate partner violence). As needs are identified, prime recipients should provide referrals for necessary services, but must not pay for the services themselves
- To set aside more than 20 percent of annual funding for evaluation activities

#### **IV.7. Other Submission Requirements**

Submit paper applications to one of the following addresses. Also see *ACF Policy for Requesting an Exemption from Required Electronic Application Submission* at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

##### **Submission by Mail**

Ricky  
Richard  
Administration for Children and Families  
FYSB Grant Operations Center  
Attn: SRAE NOFO  
1404 Mercantile Lane  
Suite 401  
Largo  
MD  
20774

##### **Hand Delivery**

Same as Above

## Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via Grants.gov.

For all submissions, see *Section IV.4. Submission Dates and Times.*

## V. Application Review Information

### V.1. Criteria

**Please note:** With the exception of the notice of funding opportunity and relevant statutes and regulations, reviewers must not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers must not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers must evaluate and score an application based on the documents that are presented in the application and must not refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2. The Project Description* of this funding opportunity.

#### **Objectives and Need for Assistance, Expected Outcomes, Geographic Location, and Logic Model**

**Maximum Points: 20**

In reviewing the Objectives and Need for Assistance, Expected Outcomes, Geographic Location, and Logic Model, reviewers will consider the extent to which:

1. The applicant: (a) describes a clear need for the proposed project, including the documentation of relevant teen birth data, STI rates, youth risk behavior data, and other relevant data; and (b) provides a clear plan for how the project will address the needs of the targeted audience. (0-5 points)
2. The applicant provides a clear and thorough description of the objectives and outcomes of the project, demonstrating alignment with the overall goal and objectives of SRAE referenced in *Section I. Program Description.* (0-7 points)
3. The applicant: (a) clearly defines the geographic area(s) to be served by the project;(b) justifies the jurisdictions that will be targeted; and (c) provides data to support the selection of service area(s). (0-2 points)
4. The applicant clearly identifies and justifies the target population to be served, in accordance with *Section IV.2. The Project Description*, to include:(a) targeted number of participants; (b) age groups or grades; and (c) race and/or ethnicity and (d) other descriptive factors under the proposed project. The applicant demonstrates a thorough

understanding of the needs of the target population and presents a clear justification of the estimate of the number of program participants in each year of the project that is reasonable and appropriate. (0-4 points)

5. The applicant includes a well-defined logic model that demonstrates a reasonable and significant relationship between planned SRAE project activities and intended outcomes and outputs reference in *Section IV.2. Content and Form of Application Submission, Project Description, Logic Model*. (0-2 points)

**Project Timeline, Milestones, Approach, and Project Sustainability Plan**

**Maximum Points: 40**

In reviewing the Project Timeline, Milestones, Approach, and Project Sustainability Plan, reviewers will consider the extent to which:

1. The applicant provides a clear, detailed process with a timeline for conducting the SRAE proposed activities that is feasible, reasonable, and appropriate for the goals of the project, including major milestones and target dates. (0-3 points)
2. The applicant describes, in detail, an approach that reflects a thorough understanding of SRAE as defined by *Section I. Program Description*. (0-3 points)
3. The applicant clearly describes the mechanisms that will be used to deliver services (i.e., school-based programs and/or youth development programs). The description must include information on identifying referral resources, how referrals will be made to other services and programs, and how follow up, as necessary, will take place to ensure linkage to identified services. The approach described must be thorough and realistic. (0-3 points)
4. The applicant provides a detailed, thorough, and realistic description of the recruitment and retention plan. The approach described must be specific for the target population and service delivery location (i.e. school based, community-based, juvenile justice facilities). (0-4 points)
5. The applicant provides information on how the proposed program services and materials align with the needs and desired outcomes for the intended audience. The applicant provides information that services to the youth are voluntary and inclusive of vulnerable youth. (0-3 points)
6. The applicant: (a) clearly identifies appropriate methods used to ensure that facilitators/educators who will deliver the program(s) have been or will be formally trained in the curriculum and/or key program elements found to be effective in positive behavior changes, especially as it relates to sexual delay or returning to a lifestyle without sex; (b) guarantees that this training is delivered by qualified professionals who can provide follow-up technical assistance to facilitators; and (c) details the types and frequency of training provided to facilitators/educators on diversity, equity, and inclusion. (0-4 points)
7. The applicant provides a detailed, thorough, and realistic description of the recruitment, retention, and training and technical assistance plan for facilitator/educators throughout the project period. (0-3 points)
8. The applicant describes in detail, relative to the SRAE requirements: (a) the rationale for choosing the selected curriculum; (b) how they will ensure that the proposed project will be implemented with fidelity; and (c) the plan to implement an evidenced-based approach



integrating research findings with practical implementation that aligns with the needs and desired outcomes for the intended audience. (0-4 points)

9. The applicant provides detailed information with appropriate rationales for how the proposed program services and materials have been determined to be: (a) medically accurate; (b) age appropriate; (c) culturally responsive; and (d) linguistically appropriate. (0-3 points)
10. The applicant provides a detailed plan to address how the curriculum teaches the benefits associated with each of the following required topics: self-regulation; success sequencing for poverty prevention; the benefits of delayed sexual activity or returning to a lifestyle without sex; healthy relationships; goal setting; resisting sexual coercion; dating violence; and other youth risk behaviors such as underage drinking and illicit drug use without normalizing teen sexual activity through trauma informed, diversity awareness, and positive youth development approaches. (0-6 points)
11. The applicant provides a clear statement that they are proposing to conduct a local evaluation or not proposing to conduct a local evaluation. If the applicant is proposing to conduct a local evaluation, the plan is detailed and realistic considering the 36-month project period, including a description of the proposed research questions, the rigorous evaluation design, and how an independent evaluator will be procured (including the types of experiences of the independent evaluator and proposed evaluation infrastructure). See *Section I. Program Description, Local Evaluation*. (0-1 points)
12. The applicant provides a clear statement indicating their lack of experience conducting and/or participating in rigorous evaluations or provides a detailed description of their evaluation experience, including having conducted and/or participated in evaluations, the type of evaluation, the sample sizes, the target populations, and the primary research questions. (0-1 points)
13. The applicant provides a well-developed plan for sustainability that clearly details how the proposed project will create self-sufficiency to ensure that the project activities will continue after federal assistance has ended. The plan thoroughly addresses how program participants, family members, and community leaders will be involved with making recommendations to improve and sustain the program. (0-2 points)

### **Program Performance Evaluation Plan**

**Maximum Points: 10**

In reviewing the Program Performance Evaluation Plan, reviewers will consider the extent to which:

1. The applicant clearly describes the use of viable methods to determine if the project outcomes are being achieved as referenced in *Section IV.2. Program Description, Expected Outcomes*. (0-3 points)
2. The applicant agrees to collect and report on all OMB-approved program performance measures as referenced in *Section I. Program Description, SRAE Post Award Requirements, Performance Measurement* and provides a detailed plan to collect and submit the measures to FYSB. The applicant agrees if selected, to participate in the national evaluation. (0-4 points)
3. The applicant provides a detailed description of how the data collected will be used to engage in continuous quality improvement of the SRAE program. (0-3 points)

## **Organizational Capacity and Plan for Oversight of Federal Awarded Funds**

**Maximum Points: 25**

In reviewing the Organizational Capacity and Plan for Oversight of Federal Awarded Funds, reviewers will consider the extent to which:

1. The applicant clearly describes the organization's relevant experience in providing SRAE services and the experience of any partner organizations identified in the MOU or Letters of Commitment as defined by *Section I. SRAE Program Overview, Goal and Objectives and SRAE Curriculum Requirements (0-4 points)*
2. The applicant provides a detailed description of the organizational executive leadership and the existing staffing structure or a proposed staffing plan that will support full program implementation within 90 days of grant award. The applicant provides a succinct plan to monitor the effective management and coordination of activities by any partners, contractors, subcontractors, and consultants, if applicable. *(0-3 points)*
3. The applicant's organizational chart and Board of Directors' list or governance structure shows that the organization has the capacity to successfully manage a SRAE project. *(0-3 points)*
4. The applicant describes how the proposed project director and key project staff demonstrates sufficient relevant knowledge, experience and capabilities (as demonstrated by a resume or curriculum vitae) to implement and manage a SRAE project effectively. *(0-7 points)*
5. The applicant describes the: (a) role, (b) responsibilities (e.g., job description), and (c) time commitments for each proposed project staff position, including partners, consultants, contractors and/or subcontractors, and demonstrates that each proposed position is appropriate and relevant to the successful implementation of the proposed project. *(0-4 points)*
6. The applicant provides a detailed description of its fiscal controls and how its accounting procedures will ensure effective control over and accountability of accounting and a plan to compare outlays with budget amounts, and provide accounting records supported by source documentation of federal funds received under this NOFO. *(0-4 points)*

## **Budget and Budget Justification**

**Maximum Points: 5**

In reviewing the Budget and Budget justification, reviewers will consider the extent to which:

1. The applicant includes the following: (a) a proposed line-item budget and (b) a budget narrative that is feasible, reasonable, and aligned with the requirements of the NOFO, including not allocating more than 20 percent of the applicant's budget towards conducting a local evaluation. *(0-2 points)*
2. The applicant includes a detailed budget justification of project costs and demonstrates how cost estimates were derived. Calculations must include estimation of methods, quantities, and unit costs. *(0-2 points)*
3. The applicant identifies costs in the budget to support attendance at the APP Program Grantee Conference and minimally one of two topical training sessions. *(0-1 points)*

## **V.2. Review and Selection Process**

No grant award will be made under this funding opportunity on the basis of an incomplete application. No grant award will be made to an applicant that does not have a UEI and an active SAM registration. See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)*.

### **Initial ACF Screening**

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this NOFO.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this funding opportunity. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. If identified in *Section I. Program Description*, ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. In addition, ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

### **Federal Awarding Agency Review of Risk Posed by Applicants**

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), [www.fapiis.gov/](http://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments

by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in [45 CFR § 75.205\(a\)\(2\) Federal Awarding Agency Review of Risk Posed by Applicants](#).

### **Non-Federal Reviewers Reference**

Please refer to *Section IV.2. Required Forms, Assurances, and Certifications* of this funding opportunity for information on non-federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications recommended for approval in the objective review process, but not selected for award may receive funding if additional funds become available in the current Fiscal Year. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

## **V.3. Anticipated Announcement and Federal Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **VI. Federal Award Administration Information**

### **VI.1. Federal Award Notices**

Successful applicants will be notified through the issuance of a NoA that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via email or by GrantSolutions, or the Head Start Enterprise System (HSES), whichever is relevant.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*, if applicable. Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk.

Recipients may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the recipient's employees who are working on the Federal award are not fluent in English, the recipient must provide the Federal award in English and in the language(s) with which employees are more familiar.

### **VI.2. Administrative and National Policy Requirements**

Awards issued under this funding opportunity are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at [www.ecfr.gov](http://www.ecfr.gov). Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: [www.acf.hhs.gov/administrative-and-national-policy-requirements](http://www.acf.hhs.gov/administrative-and-national-policy-requirements).

An application funded with the release of federal funds through a grant award does not constitute or imply compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Please review all HHS regulatory provisions for Termination at 2 CFR § 200.340.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at [https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book\\_content\\_0](https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0).

### **Equal Treatment of Faith-Based Organizations**

A faith-based organization that participates in this program will retain its independence from the federal government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb *et seq.*), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e-1(a) and 2000e-2(e)), Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116-94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR § 87.3(b), a faith-based organization that receives direct financial assistance from HHS may not engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) as part of the programs or services funded with direct financial assistance from the HHS awarding agency. Such an organization, whether faith-based or not, also shall not, in providing services funded by HHS, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice, as provided in 45 CFR § 87.3(d).

## **VI.3. Reporting**

Performance Progress Reports:  
Semi-Annually

### **Reporting Requirements**

Recipients under this funding opportunity will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at [www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2](http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2).

For planning purposes, the frequency of required reporting for awards made under this funding opportunity are as follows:

Financial Reports:  
Semi-Annually

## **VII. HHS Award Agency Contact(s)**

### **Program Office Contact**

Ricky  
Richard  
Department of Health and Human Services  
Administration for Children and Families  
Family and Youth Services Bureau  
330 C Street, SW.  
Washington  
DC  
20201  
(240) 205-8496  
Ricky.Richard@acf.hhs.gov

### **Office of Grants Management Contact**

David  
Lee  
Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
330 C Street, SW.  
3209B  
Washington  
DC  
20201  
(202) 401-5461  
david.lee@acf.hhs.gov

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## **VIII. Other Information**

## Reference Websites

U.S. Department of Health and Human Services (HHS) [www.hhs.gov/](http://www.hhs.gov/).

Administration for Children and Families (ACF) [www.acf.hhs.gov/](http://www.acf.hhs.gov/).

ACF Funding Opportunities Forecasts and NOFOs [www.grants.gov/](http://www.grants.gov/).

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/how-apply-grant>.

ACF Property Guidance <https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property>

Grants.gov Accessibility Information [www.grants.gov/ web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Health Education Curriculum Analysis Tool <https://www.cdc.gov/healthyyouth/HECAT/index.htm>

Success Sequencing for Poverty Prevention <https://www.brookings.edu/research/pathways-to-the-middle-class-balancing-personal-and-public-responsibilities/>

Search Institute <https://www.search-institute.org/our-research/development-assets/>

The Exchange <http://teenpregnancy.acf.hhs.gov/>

Please note that providing a link to a non-federal <https://www.brookings.edu/research/pathways-to-the-middle-class-balancing-personal-and-public-responsibilities/> this NOFO does not constitute an endorsement by ACF or any of its employees of the sponsor of this source <https://www.search-institute.org/our-research/development-assets/> of the information or products presented on this site.

ACF cannot attest to the accuracy of the information provided by this link or any other linked sites on the websites.

## Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2.Required Forms, Assurances, and Certifications.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4.</i>

What to Submit	Where Found	When to Submit
	This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.	<i>Submission Dates and Times.</i>
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)</i> in the funding opportunity.  To obtain a UEI and SAM registration, go to <a href="http://www.sam.gov">http://www.sam.gov</a> .	A UEI and registration at SAM.gov are required for all applicants.  Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>  These forms are available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>  This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>



What to Submit	Where Found	When to Submit
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>This form is available in the NOFO's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If not available at the time of application, it may also be submitted prior to the award of a grant.</p>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Project Summary	<p>Referenced in <i>Section IV.2. The Project Description.</i></p> <p>The Project Summary is limited to one single-spaced page.</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	<p>Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the NOFO.</p> <p>If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications.</i>	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	<p>Submission is required in addition to submission of SF-424A and / or SF-424C.</p> <p>Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>