
DEPARTMENT OF
HEALTH AND HUMAN SERVICES
OFFICE OF THE
ASSISTANT SECRETARY FOR HEALTH

Office of Population Affairs

Funding Opportunity: Pregnancy Prevention Research Grants

Opportunity Number: PA-PHE-20-002

Application Due Date:

Tuesday, August 4, 2020 at 6:00 PM Eastern

OVERVIEW

FEDERAL AGENCY NAME

Office of the Assistant Secretary for Health / Office of Population Affairs

FUNDING OPPORTUNITY TITLE

Pregnancy Prevention Research Grants

ACTION

Notice

ANNOUNCEMENT TYPE

Initial Competitive Grant

FUNDING OPPORTUNITY NUMBER

PA-TPE-20-002

CFDA NUMBER AND PROGRAM:

93.343

DATES

Application Deadline: Tuesday, August 4, 2020 by 6:00 PM Eastern.

Technical Assistance: Webinar Wednesday June 24, 2020 at 4:00 PM Eastern.

EXECUTIVE SUMMARY

The Office of Population Affairs (OPA) announces the availability of funds for Fiscal Year (FY) 2020 initial competitive grant awards under the authority of Section 241 of the Public Health Service Act.

This notice solicits applications for projects that will conduct research that would make significant contributions to the mission of the Office of Population Affairs and to the pregnancy prevention and family planning fields.

Under this announcement, research and evaluation projects that encourage healthy behavior choices to delay the onset of sexual activity, reduce number of sexual partners, and if sexually active, encourage the use of preventative measures for STIs and pregnancy will be considered. These grants are for research that can be conducted within 1-2 years, such as secondary data analyses using existing program and evaluation data or administrative data. Potential areas of investigation include, but are not limited to:

- Identify factors that improve the efficiency, effectiveness, and quality of pregnancy prevention programs for adolescents or young adults, or reduce disparities, by age, gender, race/ethnicity, or setting.
- Identify and/or validate core program components or “active ingredients” essential for programs and practices to produce the desired outcomes.
- Identify specific characteristics of program models, participants, or program implementation associated with program impacts.
- Apply innovative methods or techniques from other disciplines that are novel to pregnancy prevention research such as network analysis, matching and distillation techniques, system dynamics modeling or geographic information systems, to address questions beyond the general effectiveness of pregnancy prevention programs.

HHS/OASH encourages applicants to review all program requirements, eligibility information, application format and submission information, evaluation criteria, and other information in this funding announcement to ensure that its application complies with all requirements and instructions.

FUNDING OPPORTUNITY DETAILS

A. DATES

1. Application Deadline

Your application is due Tuesday, August 4, 2020 by 6 p.m. Eastern Time. To receive consideration, you must submit your application electronically via Grants.gov no later than this due date and time. If you do not submit your application by the specified deadline, we will return it to you unread. You must submit electronically via Grants.gov unless you obtain a written exemption from this requirement 2 business days in advance of the deadline from the Director, HHS/Office of the Assistant Secretary for Health (OASH) Grants and Acquisitions Management (GAM) Division. To obtain an exemption, you must request one via email from the HHS/OASH/GAM, and provide details as to why you are technologically unable to submit electronically through Grants.gov. Your request should be submitted at least 4 business days prior to the application deadline to ensure your request can be considered prior to 2 business days in advance of the deadline. If you request an exemption, include the following in your e-mail request: the HHS/OASH announcement number; your organization's DUNS number; your organization's name, address and telephone number; the name and telephone number of your Authorizing Official; the Grants.gov Tracking Number (for example, GRANT#####) assigned to your

submission; and a copy of the "Rejected with Errors" notification from Grants.gov. Send the request with supporting documentation to OASH_Grants@hhs.gov. Note: failure to have an active System for Account Management (SAM) registration prior to the application due date will not be grounds for receiving an exemption to the electronic submission requirement. As a result of the public health emergency for COVID-19, the requirement for an active SAM registration at the time of application submission has been waived (see Section F.4). However, if you do not have a DUNS number at this time, you should contact the Grants.gov to establish a temporary DUNS number. Your application will not be accepted through Grants.gov without this number. Failure to follow Grants.gov instructions to ensure software compatibility will not be grounds for receiving an exemption to the electronic submission requirement.

HHS/OASH/GAM will only accept applications via alternate methods (hardcopy paper via U.S. mail or other provider or PDF via email) from applicants obtaining prior written approval. If you receive an exemption, you must still submit your application by the deadline. Only applications submitted through the Grants.gov portal or alternate format (hardcopy paper via U.S. mail or other service or PDF via email) with an approved written exemption will be accepted. *See* Section F.8 (“Other Submission Requirements”) for information on application submission mechanisms.

To ensure adequate time to submit your application successfully, HHS/OASH recommends that you register as early as possible in Grants.gov since the registration process can take up to one month. You must register an authorizing official for your organization. HHS/OASH does not determine your organization’s authorizing official; your organization makes that designation. For information on registering for Grants.gov, refer to <http://www.grants.gov> or contact the Grants.gov

Contact Center 24 hours a day, 7 days a week (excluding Federal holidays) at 1-800-518-4726 or support@grants.gov.

Your organization is strongly encouraged to register multiple authorized organization representatives in Grants.gov to ensure someone is available to submit your application.

2. Technical Assistance

A technical assistance webinar for potential applicants will be held on Wednesday, June 24, 2020 at 4:00 PM Eastern. Log-in information and additional details will be posted on the OPA website at <https://www.hhs.gov/opa/grants-and-funding/index.html>.

We recommend you review the entire announcement promptly so you can have any questions answered well in advance of the application due date. We also recommend you subscribe to this announcement in Grants.gov so you receive any amendments, question and answer documents, or other updates.

B. PROGRAM DESCRIPTION:

The Office of the Assistant Secretary for Health (OASH), Office of Population Affairs (OPA) announces the availability of funds for Fiscal Year (FY) 2020 grant awards under the authority of Section 241 of the Public Health Service Act.

The primary focus of OASH is leading America to healthier lives, especially for those who are most vulnerable, including those who have suffered historic disparities. In support of this vision, the OPA promotes health across the reproductive lifespan through innovative, evidence-based adolescent health and family planning programs, services, strategic partnerships, evaluation, and research. Research supporting the Teen Pregnancy Prevention (TPP) Program is designed to give youth the information and skills to promote optimal health and prevent teen pregnancy across

the United States, especially among those who are most vulnerable, including those who have suffered historic disparities.

1. Background

There has been much progress in reducing teen pregnancy and teen birth. However, the current teen birth rate in 2017 of 18.8 per 1,000 females aged 15-19 [3] is still much higher than other western industrialized nations [1], young people ages 15 to 24 account for nearly one-half of all new cases of sexually transmitted diseases [1], and we continue to see disparities by race [3], ethnicity [3], and among our most vulnerable populations, including youth who are homeless, living in foster care, or involved with the juvenile justice system [4, 6].

This purpose of this FOA is to solicit applications for projects that will allow the exploration of new questions in the area of promotion of healthy behaviors to prevent teen pregnancy. The funding for this FOA comes from authority in Section 241 of the Public Health Service Act and is subject to annual appropriations “to carry out evaluations (including longitudinal evaluations) of teenage pregnancy prevention approaches.” P.L. 116-94. With this FOA, OPA is interested in analyses of existing rigorous evaluation data, including new or advanced methods of analyses, or novel combination and integration of datasets to allow the exploration of new questions in the area of teen pregnancy prevention.

OPA expects awardees to conduct investigations in relation to key pregnancy prevention outcomes including, but not limited to: 1) delay of the onset of sexual activity; 2) number of sexual partners; 3) use of effective contraceptive methods; 4) pregnancies and births; and/or 5) incidence of STIs. Awardees may focus on one or more of these outcomes, or focus on outcomes not listed in here but pertinent to preventing teenage pregnancy as described in their application.

Proposed grant projects are not limited to publications and datasets from OPA's prior Federal evaluations but may also include large, nationally representative data sets; data from other sources; and data from Federal, State, or local governmental agencies. If quantitative data is not publically available, the applicant will need to describe their possession of or ability to obtain and utilize private datasets.

Awards under this announcement are intended to synthesize and translate existing research. Awards under this announcement are not intended as a means to carry out data collection, ongoing data analysis or for the maintenance and distribution of data sets. Proposed secondary data analyses must be distinct from the aims and methods of the primary research under which the data were collected, i.e., effects or outcomes previously examined in the original scope of research, and avoid duplication with existing projects in the field. Secondary data analyses using extant data obtained from rigorous program evaluations that analyze program components, populations, or settings that were not previously examined in the original scope of research, and particularly analyses that combine data from multiple rigorous evaluations of a particular effective TPP program, are a priority for this announcement.

2. OPA's Pregnancy Prevention Efforts

The Office of Population Affairs' (OPA)'s mission is to promote health across the reproductive lifespan through innovative, evidence-based adolescent health and family planning programs, services, strategic partnerships, evaluation and research. OPA currently administers multiple large assistance programs and several large national evaluation contracts that aim to reduce teenage pregnancy rates, and promote optimal health for adolescents.

OPA's Teen Pregnancy Prevention (TPP) Program was initiated in FY 2010 as one of six major evidence-based policy initiatives across the Federal government. From FY2010 – FY2020, OPA has provided funding to over 200 organizations across the country to either 1) support replication of evidence-based programs proven effective through rigorous evaluation to prevent teen pregnancy and/or other associated risk behaviors; or 2) to support research and demonstration projects to develop and test additional models and innovative strategies. OPA also administers the Title X Family Planning program, the only federal grant program dedicated to solely providing individuals with comprehensive family planning and related preventative health services. The Title X program is designed to provide access to contraceptive services, supplies, and information to all who want and need them. By law, priority is given to persons from low-income families. For more information about the Title X program and grantees see <https://www.hhs.gov/opa/title-x-family-planning/about-title-x-grants/index.html>.

Between FY2010-FY2019 OPA also funded the Pregnancy Assistance Fund, providing funding to states and tribes for programs that support expectant and parenting teens, women, fathers, and their families. In addition to these grant programs, OPA has several contracts to support and conduct rigorous Federal evaluations of interventions in these grant programs. For a description of program evaluations and research ongoing or previously conducted as part of Federal evaluations, please refer to <https://www.hhs.gov/ash/oah/evaluation-and-research/federal-led-evaluation/index.html> and <https://www.hhs.gov/ash/oah/evaluation-and-research/teen-pregnancy-prevention-program-evaluations/>.

Finally, Adolescent Health: Think, Act, Grow® (TAG) is a national call to action to improve health, to reduce risky behavior and to promote engagement and healthy development among young people. TAG sought the input of professionals who, through their work in after-

school or community-based programs, education, faith-based organizations, health care, public health, and social services settings, reach a large number of adolescents. Together these national leaders identified five essential components of adolescent health, including positive connections with supportive people; safe and secure places to live, to learn and to play, access to high-quality, teen-friendly health care; opportunities for teens to engage as learners, leaders, team members and workers; and coordinated, adolescent and family-centered services. For more information about TAG, please refer to: <https://youth.gov/youth-topics/TAG>.

It is important to note that OPA does not possess in-house the data from any of the grantees' evaluations. Therefore, applicants will need to coordinate and or collaborate with current or former TPP grantees to obtain the data if they opt to utilize those data for analysis. OPA may assist with requests to obtain requested data and make it available. All TPP grantees are required to produce impact evaluation reports as part of their grants and these reports will either be made available to the public through the OPA website as they are completed and approved by OPA or available from OPA upon request. TPP grantees are also encouraged to publish their findings and impact reports may be published in academic journals. For more information on OPA's grantee evaluations please refer to <https://www.hhs.gov/ash/oah/grant-programs/teen-pregnancy-prevention-program-tpp/current-grantees/index.html>

3. Program Components

The Federal government has placed great emphasis on utilizing interventions that are evidence-based. However, when evidence-based programs are replicated or scaled up, it is critical to know which program elements are essential in making the program successful. Unfortunately, there is little evidence to date about which program features are critical "core components" and

which features can be adapted without jeopardizing outcomes in these evidence-based interventions.

Core components are directly related to a program's theory of change. To identify and validate core components through measures of fidelity is a difficult task, requiring research over time and across multiple replications. Additionally, with a strict focus on implementing evidence-based interventions with fidelity, few program evaluations have been able to research which components of the program are most strongly related to positive outcomes, because natural variation in implementation is often eliminated. While TPP grantees implement with fidelity, there are natural variations in population, setting, duration, etc. across the same program model or type of program that may provide ripe opportunity for examination.

According to Blase and Fixsen [5], “Core components’ include the functions or principles and related activities necessary to achieve outcomes. Strategies for a well-operationalized program include a clear description of: the context of the program; the core components; the active ingredients to operationally define the core components so they can be taught and learned and can be implemented in typical settings; and a practical strategy for assessing the behaviors and practices that reflect the program’s values and principles, as well as the program’s active ingredients and activities.” If a replication or an evaluation of an evidence-based program is unable to demonstrate outcomes, then it is critical to understand whether the core components were implemented correctly. This will allow us to disentangle whether the program was not effective due to the demographic or whether it was not implemented well.

By identifying and defining core components of evidence-based interventions, we are better able to:

- Focus resources and supports related to implementation (e.g., resources for staff recruitment and selection, training, coaching, fidelity monitoring).
- Interpret outcomes and engage in effective program improvement strategies.
- Make adaptations that improve fit and community acceptance, without jeopardizing the effectiveness of the intervention.
- Replicate and scale-up while avoiding program ‘drift’ that can lead to poor outcomes.
- Build coherent theory and practice related to diverse settings and/or programs.

4. Mediator/moderator analyses

Not all evidenced-based interventions are equally effective for all participants. There may be certain subgroups for which interventions demonstrate a greater level of effectiveness—these subgroups can be within populations, e.g., ethnicity or age or may include the program delivery setting and various lengths of program exposure. Understanding which subgroups an intervention will produce the desired outcomes of interest for is important when choosing an intervention for a particular need, as well as for developing future research priorities.

Moderators are variables that are present among the population before an intervention is implemented. Moderators have an effect on the outcome of interest by either positively or negatively intensifying it, thereby creating subgroups for which the intervention is more or less effective [7]. Alternatively, mediators show the steps through which change progresses from the

intervention to the outcome [7]. If something is a mediator, then part of the intervention's effect should move through the mediator before reaching the outcome. Therefore, if the mediator were removed, the total effect of the intervention should be decreased [7].

Identifying moderators and mediators of an intervention's effect can lend support or clarify the theory of change for an intervention, inform optimization of an intervention's effectiveness, and impart information that could lead to better efficiency in implementing the intervention [8].

5. New Outcome Measures

OPA's TPP evaluations FY10-FY14 were required to address at least one outcome from the HHS Pregnancy Prevention Evidence Review (<https://tppevidencereview.youth.gov/>) including pregnancies, births, STIs, condom or contraceptive use, number of sexual partners, sexual initiation and frequency of sexual activity. In a time where the rate of pregnancies and births has dropped dramatically and the rates of sexual activity among adolescents is very low, along with limited time to conduct program evaluations, OPA is interested in new outcome measures, behavioral or otherwise, to capture the effectiveness of programs designed to prevent teen pregnancy, especially among younger teens. Identifying these "pre-sex" or more proximal measures related to later behavior changes and assessing their reliability, validity and variability would be an important contribution to the field.

C. AUTHORITY

Section 241 of the Public Health Service Act.

D. FEDERAL AWARD INFORMATION

The Office of Population Affairs intends to make funds available for initial competitive grants. OPA will fund awards in annual increments (budget periods) and generally for a project period up to 2 years, although we may approve shorter project periods. Budget periods may also vary from the estimate indicated below due to timing of award issuance or other administrative factors. Funding for all approved budget periods beyond the first is generally level with the initial award amount and is contingent upon the availability of funds, satisfactory progress of the project, adequate stewardship of Federal funds, and the best interests of the Government.

Award Information

Estimated Federal Funds Available: \$1,500,000

Anticipated Number of Awards: 2-3

Award Ceiling (Federal Funds including indirect costs): \$1,500,000 per budget period

Award Floor (Federal Funds including indirect costs): \$500,000 per budget period

Anticipated Start Date: September 30, 2020

Estimated Period of Performance: Not to exceed 2 years

Anticipated Initial Budget Period Length: 12 months

Type of Award: Grant

Type of Application Accepted: Electronic via Grants.gov ONLY unless an exemption is granted

E. ELIGIBILITY INFORMATION

1. Eligible Applicants.

Any public or private entity is eligible to apply for a grant under this announcement.

2. Cost Sharing or Matching

You are not required to provide cost sharing or matching in your proposed budget.

3. Application Responsiveness Criteria

We will review your application to determine whether it meets the responsiveness criteria below. If your application does not meet the responsiveness criteria, we will disqualify it from the competition; we will not review it beyond the initial screening. The responsiveness criteria are as follows:

The proposed investigations relate to key pregnancy prevention outcomes clearly identified in the Project Abstract including, but not limited to: 1) delay of the onset of sexual activity; 2) number of sexual partners; 3) use of effective contraceptive methods; 4) pregnancies and births; and/or 5) incidence of STIs.

4. Application Disqualification Criteria

If you successfully submit an application, we will screen it to ensure it meets the below requirements. If we determine your application fails to meet the criteria described below we will disqualify it, that is, we will **not** review it and will give it **no** further consideration.

- (a) You must submit your application electronically via www.grants.gov (unless an exemption was granted 2 business days prior to the deadline) by the date and time indicated in the DATES Section (0) of this announcement.

- (b) If you successfully submit multiple applications from the same organization for the same project, we will only review the last application received by the deadline.
- (c) HHS/OASH/GAM deems your application eligible according to Section 0 Eligible Applicants.
- (d) You must complete the required forms in the application package: SF-424, SF-424A, SF-424B, SF-LLL, and Project Abstract Summary.
- (e) Your Project Narrative section of the application must be double-spaced, on the equivalent of 8 ½ ” x 11” inch page size, with 1” margins on all sides (top, bottom, left and right) and font size not less than 12 points.
- (f) Your Project Narrative must not exceed 25 pages. NOTE: The following items do not count toward the Project Narrative page limit: all required forms, including SF-424, SF-424A, SF-424B, SF-LLL, Project Abstract Summary, and Budget Narrative (including budget tables).
- (g) Your total application, including the Project Narrative plus Appendices, must not exceed 50 pages. NOTE: items listed in “(f)” immediately above do not count toward total page limit.
- (h) Your Federal funds request including indirect costs must not exceed the maximum indicated in Award Ceiling.
- (i) Your Federal funds request including indirect costs must not be below the minimum indicated in Award Floor.
- (j) Your application must meet the Application Responsiveness Criteria outlined above.

F. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

You may obtain an application package electronically by accessing Grants.gov at <http://www.grants.gov/>. You can find it by searching on the CFDA number shown on page 2 of this funding opportunity announcement. If you have problems accessing the application or difficulty downloading, contact:

OASH Grants and Acquisitions Management

Phone: 240-453-8822

Email: OASH_Grants@hhs.gov

2. Content and Form of Application Submission

a. Application Format

Your application must be prepared using the forms and information provided in the online application package.

The Project Narrative, and total application including appendices, must adhere to the page limit indicated in Application Disqualification Criteria listed in Section E.4. The page limit does not include the Budget Narrative (including budget tables), required forms, assurances, and certifications as described in the Application Disqualification Criteria. Please do not number pages or include a table of contents. Our grants management system will generate page numbers once your application is complete. If your application exceeds the specified page limits for the Project Narrative or Project Narrative plus Appendices when printed on 8.5" X 11" paper by

HHS/OASH/GAM, we will not review it. We recommend you print out your application before submitting electronically to ensure that it is within the page limits and is easy to read.

You must double-space the Project Narrative pages.

You should use an easily readable typeface, such as Times New Roman or Arial. You *must* use 12-point font. You may single-space tables or use alternate fonts but you must ensure the tables are easy to read.

b. Appendices Format

Your Appendices should include any specific documents outlined in Section F.3.c, under the heading “Appendices” in the Application Content Section of this funding opportunity announcement. Your documents should be easy to read. You should use the same formatting specified for the Project Narrative. However, documents such as résumés/CVs, organizational charts, tables, or letters of commitment may use formatting common to those documents, but the pages must be easy to read. All of your appendices must be uploaded as a single, consolidated file in the Attachments Section of your Grants.gov application.

c. Project Abstract Summary Format

You must complete the Project Abstract Summary form provided in the application package. The abstract will be used to provide reviewers with an overview of the application and will form the basis for the application summary in grants management and program summary documents. If your project is funded, HHS may publish information from your form; therefore, do not include sensitive or proprietary information.

You must complete the Project Abstract Summary form provided in the application package. The abstract will be used to provide reviewers with an overview of the application and will form the basis for the application summary in grants management and program summary

documents. HHS/OASH may publish your abstract if your project is funded; therefore, it should not include sensitive or proprietary information.

d. Budget Narrative Format

The Budget Narrative should use the formatting required of the Project Narrative for the explanatory text. Budget tables may be single-spaced but should be laid out in an easily-readable format and within the printable margins of the page.

3. Application Content

Successful applications will contain the following information:

a. Project Narrative Content

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether your project meets the minimum requirements for an award under this announcement. The Project Narrative should provide a clear and concise description of your project. HHS/OASH recommends that your project narrative include the following components: (1) Introduction/Background; (2) Goal and Objectives; (3) Significance; (4) Research Design and Methods; (5) Capacity and Experience; and (6) Project Management.

The application should address activities that will be conducted over the entire project period and must include the following items:

1) Introduction/Background

- Explain the importance of the proposed analysis in teen pregnancy prevention efforts and how it will add to the knowledge base of understanding disparities in effectiveness.
- Describe the proposed intervention(s), population(s), setting(s), that will be studied. Include a description of prior similar research, methods and findings and how the proposed project will build upon or expand that prior research or otherwise contribute to the field.

2) Goals and Objectives

- Specify overall aims or objectives of the proposed analysis.
- The application should have focused research questions and hypotheses that are relevant to the proposed intervention, population or setting to be analyzed.
- Significance
- Describe how the results of the analysis will improve efforts to prevent teen pregnancy.
- Describe how the findings will contribute to decreasing teen pregnancy and contribute to improvements in the design, delivery or evaluation of evidence-based TPP programs.
- Describe how the project includes innovative approaches to analyzing pregnancy prevention programs to further the knowledge base including but not limited to improving intervention delivery methods, identifying

fit for target populations, selecting the most relevant settings, appropriate duration, or key components.

3) Research Design and Methods

- State the research questions and hypotheses that are relevant to the proposed analysis and aligned with the analysis method proposed. Include an analysis plan with a fully developed design, processes, and procedures to conduct the proposed project.
- The applicant should describe the evidence-based teen pregnancy prevention program(s) proposed for the analysis. The analysis, population, evidence-based program(s) selected for analysis, and implementation settings should clearly align with the proposed research questions for the project.
- Describe the analysis design, including the appropriate statistical methods to be utilized. Applicants should provide a justification for using this analysis method.
- Describe the reports/data to be utilized for the analysis. If using multiple datasets, include a description of the process for obtaining those datasets and combining them for analysis. Include a description of the measures in the dataset and the quality of the data and item response rates.
- Describe key outcomes to be assessed, including but not limited to: 1) delay of the onset of sexual activity; 2) number of sexual partners; 3)

use of effective contraceptive methods; 4) pregnancies and births; and/or 5) incidence of STIs.

- Describe any potential obstacles to the research project and how they plan to overcome the potential obstacles.
- References to the researcher's prior similar work, conducted with similar data should be provided.

4) Capacity and Experience

- Describe experience and expertise of key staff and Study Team in the evaluation of evidence-based interventions particularly interventions aimed at improving teen pregnancy outcomes among teens. The applicant should describe the experience and expertise of all proposed staff, including staff experience implementing similar research projects and conducting analyses similar to the proposed project, collaborating with and monitoring partners to complete research projects, and conducting implementation and outcome evaluation. The application should include (in the appendices) resumes or CVs for proposed key staff along with a staff organizational chart. It is preferred for key staff to already be onboard, but if the funded applicant needs to hire additional research assistants or analysts, the applicant should describe its process and timeline for recruiting and hiring staff.

- Demonstrate sufficient staffing, such as but not limited to, research assistants, statisticians, technical writers/editors, to complete all aspects of the project.
- Describe how well the proposed project aligns with the organization's mission and the capacity of the organization's leadership team to support the project.
- Describe the organization's previous and relevant work supporting and managing a project of this size, combining and analyzing datasets to address research questions of the kind proposed, and ability to protect the data of human subjects.
- Describe the organization's ability to establish partnerships and leverage existing systems and networks needed to complete the project. Describe how the organization effectively and efficiently manages financial resources, staff performance and strategic relationships with partner organizations.
- Describe the fiscal controls and accounting procedures used by its organization, and how these would ensure prudent use, proper and timely disbursement (if appropriate), and accurate accounting of funds received under this funding opportunity announcement.
- Describe anticipated challenges or risks to the project and the organization's capacity to address the challenges and/or risks.

5) Project Management

- Describe how it will manage, implement, and monitor the overall project. The project management plan should describe an understanding of the complexity of the overall project and potential challenges. The applicant should describe the approach that will be used to monitor and track progress, completion, and quality of all project objectives and activities.
- The applicant should provide a description of the project team, including the Principal Investigator/Project Director and other key staff. The applicant should describe the roles and responsibilities of all staff and how they will contribute to achieving the project's objectives and outcomes. The applicant should describe who will have day-to-day responsibility for key tasks including, but not limited to, leadership of the overall project and of specific tasks, monitoring the progress of the research, monitoring implementation partners, conducting the analysis, and disseminating findings.
- MOUs should be included for any partners outside of the applicant organization.
- The applicant should describe its plans for ensuring that all staff responsible for implementing the project, including partner staff, are well trained and prepared to successfully fulfill their roles and responsibilities.

- Applicants will include a detailed analysis plan and work plan (as an appendix) for their project and disseminating results through informal and formal methods, including but not limited to peer reviewed publications, presentations at professional conferences, and policy briefings. The application should include a plan to disseminate and publish findings. Applicants should expect to prepare for publishing throughout the life of the grant, and that the final six to eight months of the grant will be focused on preparing a final report that summarizes the study results.

b. Budget Narrative Content

You must complete the required budget forms and submit a budget narrative with detailed justification as part of your application. You must enter the project budget on the Budget Information Non-construction Programs standard form (SF 424A) according to the directions provided with this standard form. The budget narrative consists of a detailed line-item budget that includes calculations for all costs and activities by "object class categories" identified on the SF-424A and justification of the costs. You must indicate the method you are selecting for your indirect cost rate. See Indirect Costs below for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient to verify the calculations. If matching or cost sharing is required, you must include a detailed listing of any funding sources identified in box 18 of the SF-424 (Application for Federal Assistance).

Please be sure to carefully review section F.7 Funding Restrictions for specific information regarding allowable, unallowable, and restricted costs.

You must provide an object class category budget using Section B, box 6 of the SF 424A for the first year of the proposed project. Provide a budget justification, which includes explanatory text and line-item detail, for the first year 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.

For subsequent budget years, provide a summary narrative and line item budget. For categories or items that differ significantly from the first budget year, provide a detailed justification explaining these changes. Note, **do not** include costs beyond the first budget year in the object class budget in box 6 of the SF- 424A or box 18 of the SF-424; the amounts entered in these sections should only reflect the first budget year.

Your budget narrative should justify the overall cost of the project as well as the proposed cost per activity, service delivered, and/or product. For example, the budget narrative should define the amount of work you have planned and expect to perform, what it will cost, and an explanation of how the result is cost effective. For example, if you are proposing to provide services to clients, you should describe how many clients are you expecting to serve, the unit cost of serving each client, and how this is cost effective.

Use the following guidelines for preparing the detailed object class budget required by box 6 of the SF-424A. The object class budget organizes your proposed costs into a set of defined categories outlined below. Both federal and non-federal resources (when required) must be detailed and justified in the budget narrative. "Federal resources" refers only to the HHS/OASH funds for which you are applying. "Non-federal resources" are all other non-HHS/OASH federal

and non-federal resources. We recommend you present budget amounts and computations in a columnar format: first column, object class categories; second column, federal funds requested; third column, non-federal resources; and last column, total budget.

Sample Budget Table

Object Class	Federal Funds Requested	Non-federal Resources	Total Budget
Personnel	\$100,000	\$25,000	\$125,000

Note, subrecipient/contract and consultant detailed costs should all be included in those specific line items, not in the overall project object class line items, i.e., subrecipient travel should be included in the Contractual line item not in Travel.

1) Object Class Descriptions and Required Justifications

(a) Personnel Description

Costs of staff salaries and wages, excluding benefits.

(b) Personnel Justification

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

Sample Personnel Table

Position Title and Full Name	Percent Time	Annual Salary	Federally-funded Salary	Non-federal Salary	Total Project Salary
Project Director, John K. Doe	50%	\$100,000	\$50,000	\$0	\$50,000
Data Assistant, Susan R. Smith	10%	\$30,000		\$3,000	\$3,000

(c) Fringe Benefits Description

Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

(d) Fringe Benefits Justification:

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

(e) Travel Description

Costs of travel by staff of the applicant organization only.

(f) Travel Justification

For each trip proposed for applicant organization staff only, show the date of the proposed travel, total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. **Do not** include travel costs for subrecipients or contractors.

(g) Equipment Description

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds

the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. (Note: Acquisition cost means the cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the 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. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.) See 45 C.F.R. § 75.2 for additional information.

(h) Equipment Justification

For each type of equipment requested you must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition; include this with your Budget Narrative file. Reference the policy in this justification and include the policy copy in your Budget Narrative file (not your appendices).

(i) Supplies Description

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

(j) Supplies Justification

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

(k) Contractual Description

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

(l) Contractual Justification

Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 C.F.R. § 75.329 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134 and currently set at \$250,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to HHS/OASH.

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

(m) Other Description

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

(n) Other Justification

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

(o) Indirect Costs Description

Total amount of indirect costs. This category has one of two methods that you may select. You may only select one.

- Your organization currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency. You should enclose a copy of the current approved rate agreement in your Budget Narrative file. If you request a rate that is less than allowed, your authorized representative must submit a signed acknowledgement that the organization is accepting a lower rate than allowed.
- Per 45 C.F.R. § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct

costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

This method only applies if you have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. If you are waiting for approval of an indirect cost rate, you may request the 10% de minimis rate. If you choose this method, costs included in the indirect cost pool must not be charged as direct costs to the award.

(p) Indirect Costs Justification

Provide the calculation for your indirect costs total, i.e., show each line item included in the base, the total of these lines, and the application of the indirect rate. If you have multiple approved rates, indicate which rate as described in your approved agreement is being applied and why that rate is being used. For example, if you have both on-campus and off-campus rates, identify which is being used and why.

(q) Program Income Description

Program income means gross income earned by your organization that is directly generated by this project if funded except as provided in 45 C.F.R. § 75.307(f). Program income includes but is not limited to income from fees for services performed or the use or rental of real or personal property acquired under the award. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest

earned on any of them. See also 45 C.F.R. §§ 75.307, 75.407 and 35 U.S.C. §§ 200-212 (applies to inventions made under Federal awards).

(r) Program Income Justification

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

(s) Non-Federal Resources Description

Amounts of non-federal resources that will be used to support the project as identified in box 18 of the SF-424. For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 C.F.R. § 75.306. For awards that require matching by statute, you will be held accountable for projected commitments of non-federal resources in your application budgets and budget justifications by budget period or by project period for fully-funded awards, even if the justification by budget period, or by project period for fully-funded awards, exceeds the amount required. Your failure to provide the required matching amount may result in the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports. For awards that do not require matching or cost sharing by statute or regulation, where "cost sharing" refers to costs of a project in addition to Federal funds requested that you voluntarily propose in your budget, if your application is successful, we will include this non-federal cost sharing in the approved project budget and you will be held accountable for the non-federal cost-sharing funds as shown in the Notice of Award (NOA). Your failure to provide voluntary cost sharing of non-federal resources that have been accepted by HHS/OASH as part of the approved project costs and that are shown as part of the approved project budget in the NOA may result in

the disallowance of federal funds. If you are funded, you will be required to report these funds on your Federal Financial Reports. Note, you will not receive any preference, priority, or special consideration in the funding process for voluntarily including non-Federal cost sharing in your proposed budget.

(t) *Non-federal Resources Justification*

You must provide detailed budget information for every funding source identified in box 18. "Estimated Funding (\$)" on the SF-424. Provide this documentation as part of your Budget Narrative file, not your Appendices.

You must fully identify and document in your application the specific costs or contributions you propose in order to meet a matching requirement. You must provide documentation in your application on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully-funded awards). If your application does not include the required supporting documentation for a matching requirement, it will not be disqualified from competitive review; however, it may impact your score under the evaluation criteria in Section G.1 of this announcement.

2) Plan for Oversight of Federal Award Funds

You must include a plan for oversight of federal award funds which describes:

- how your organization will provide oversight of federal funds and how award activities and partner(s) will adhere to applicable federal award and programmatic regulations. Include identification of risks specific to your project as proposed and how your oversight plan addresses these risks.

- the organizational systems that demonstrate effective control over and accountability for federal funds and program income, compare outlays with budget amounts, and provide accounting records supported by source documentation.
- for any program incentives proposed, the specific internal controls that will be used to ensure only qualified participants will receive them and how they will be tracked.
- organizational controls that will ensure timely and accurate submission of Federal Financial Reports to the OASH Office of Grants Management and Payment Management Services as well as timely and appropriate withdrawal of cash from the Payment Management System.

c. Appendices

All items described in this section will count toward the total page limit of your application. You must submit them as **a single electronic file** uploaded to the Attachments Section of your Grants.gov application.

1) Work Plan.

The Project Work Plan should reflect, and be consistent with, the Project Narrative and Budget, and must cover all years of the project period. However, each year's activities should be fully attainable in one budget year. Multi-year activities may be proposed, as well as activities that build upon each other, but each phase of the project must be discreet and attainable within a single budget year. The Work Plan should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks, action steps, or products that will be

pursued or developed to achieve the goal and outcome(s). For each major task of each year, action step, or product, the work plan should identify the timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. The application should include a detailed work plan (as an appendix) for the two-year project period that includes goals, SMART objectives (specific, measurable, achievable, realistic, and time-framed), activities and a timeline for the proposed project.

- 2) Signed Memorandum of Understanding (preferred) or Letter of Commitment from Partners.

The application should include signed, detailed MOUs or Letter of Commitment with partners who will assist in conducting and completing the project. Each should clearly outline the roles, responsibilities, and expectations of the applicant and the partner. In recognition of the possible difficulties in obtaining signed MOUs or LOCs during the COVID-19 public health emergency, these MOUs or LOCs may be submitted up to two weeks prior to the anticipated project start date or within the first 30 days of an award. Project funding may be delayed if the existence of a partnership(s) cannot be confirmed.

- 3) Resume/CV for Proposed Key Staff and Job Descriptions for Positions to be Hired
- 4) Organizational Chart including key staff, program staff, and proposed and existing partnerships

4. Unique Entity Identifier and System for Award Management (SAM)

You are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal awards through Grants.gov. It is a unique, nine-digit identification number, which provides unique identifiers of single business entities. The

DUNS number is free and easy to obtain. If you do not currently have a DUNS number, please contact Grants.gov to create a temporary DUNS number if you are unable to complete the SAM registration process prior to submitting your application.

You will find instructions on the Grants.Gov web site as part of the organization registration process at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.

Your organization must register online in the System for Award Management (SAM). Under normal operating procedures Grants.gov will reject submissions from applicants with nonexistent or expired SAM Registrations. Because of the public health emergency with COVID-19, the requirement for SAM registration at the time of submission has been waived. Grants.gov will temporarily allow submissions without a current SAM registration. A completed registration in SAM may be required prior to receiving any award based on your application.

If you are registering a new entity or renewing your registration, you must submit a notarized letter formally appointing an Entity Administrator to SAM.GOV For detailed instructions on the content of the letter and process for domestic entities see: https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013

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A quick start guide for registrants is available at https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf. You should allow a minimum of five days to complete an initial SAM registration. Allow up to 10 business days after you submit your registration for it to be active in SAM. This timeframe may be longer

if SAM flags the information you provide for manual validation. You will receive an email alerting you when your registration is active.

If your organization is already registered in SAM, you must renew your SAM registration each year. Organizations registered to apply for Federal awards through <http://www.grants.gov> will need to renew their registration in SAM. SAM has extended the expiration dates for registration renewals that may be delayed because of the public health emergency. Please review your status in SAM.

You should make sure your SAM registration information is accurate, especially your organization's legal name and physical address including your ZIP+4. Should you successfully compete and receive an award, this information must be included on a Notice of Award. For instructions on updating this information see https://gsafsd.service-now.com/fsd-gov/answer.do?sysparm_kbid=c3d982af6fb8d5006f348d412e3ee47e

It may take 24 hours or more for SAM updates to take effect in Grants.gov, so if you plan to apply for this funding opportunity or think you might apply, you should ensure your organization's registration is active in SAM well before the application deadline and will be active through the competitive review period.

If you are successful and receive an award, you must maintain an active SAM registration with current information at all times during which your organization has an active award or an application or plan under consideration by an HHS agency.

HHS/OASH cannot make an award until you have complied with these requirements as modified under the public health emergency. If you have not complied with these requirements, HHS/OASH:

- May determine that you are not qualified to receive an award; and

- May use that determination as a basis for making an award to another applicant.

Should you successfully compete and receive an award, all first-tier sub-award recipients must have a DUNS number (permanent or temporary) at the time you, the recipient, make a sub-award.

5. Submission Dates and Times

You must submit your application for this funding opportunity by **the date and time indicated in Section 0 of this announcement**. Your submission time will be determined by the date and time stamp provided by Grants.gov when you **complete** your submission.

If you fail to submit your application by the due date and time, we will not review it, and it will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or with <http://www.grants.gov> . Grants.gov can take up to 48 hours to notify you of a successful or rejected submission. You are better off having a less-than-perfect application successfully submitted and under consideration than no application.

If your submission fails due to a system problem with Grants.gov, we may consider your application if you provide verification from Grants.gov indicating system problems existed at the time of your submission **and that time was before the submission deadline**. A “system problem” does not include known issues for which Grants.gov has posted instructions regarding how to successfully submit an application such as compatible Adobe versions or file naming conventions. **As the applicant, it is your responsibility to review all instructions available on Grants.gov regarding successfully submitting an application.**

6. Intergovernmental Review

This program is not subject to the Intergovernmental Review requirements of Executive Order 12372, “Intergovernmental Review of Federal Programs,” as implemented by 45 C.F.R. part 100.

7. Funding Restrictions

Direct and Indirect Costs proposed and, if successful, charged to the HHS/OASH award must meet the cost requirements of 45 C.F.R. part 75 “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards,” Subpart E—Cost Principles. These requirements apply to you, the applicant, and any subrecipients. You should thoroughly review these regulations before developing your proposed budget.

Indirect costs may be included per 45 C.F.R. § 75.414. See the Budget Narrative Section of this announcement for more information. To obtain a negotiated indirect cost rate with the Federal Government you may contact the U.S. Department of Health and Human Services Cost Allocation Services (CAS) regional office that is applicable to your State. CAS regional contact information is available at <https://rates.psc.gov/fms/dca/map1.html>.

1) Pre-Award Costs

Pre-award costs (per 45 C.F.R. § 75.458) are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the HHS awarding agency.

Pre-award costs are not allowed.

2) Salary Rate Limitation:

Each year’s appropriations act limits the salary rate that we may award and you may charge to HHS/OASH grants and cooperative agreements. You should not budget award funds to pay the salary of an individual at a rate in excess of Federal Executive Pay Scale Executive Level II. As of January 2020, the Executive Level II salary is \$197,300. This amount reflects an individual’s base salary exclusive of fringe benefits and any income that an individual working on the award project may be permitted to earn outside of the duties to the applicant organization. This salary rate limitation also applies to subawards/subcontracts under an HHS/OASH award.

An example of the application of this limitation for an individual devoting 50% of their time to this award is broken down below:

Individual’s actual base full time salary: \$350,000 50% of time devoted to project, i.e. .5 FTE	
Direct salary (\$350,000 x .5)	\$175,000
Fringe (25% of salary)	\$43,750
Total	\$218,750
Amount that may be claimed on the application budget due to the legislative salary rate limitation: Individual’s base full time salary adjusted to Executive Level II: \$197,300 with 50% of time devoted to the project	
Direct salary (\$197,300 x .5)	\$98,6500
Fringe (25% of salary)	\$24,663
Total amount allowed	\$123,313

Appropriate salary rate limits will apply as required by law.

8. Other Submission Requirements

a. Electronic Submission

HHS/OASH requires that all applications be submitted electronically via the Grants.gov portal unless an exemption has been granted. If you submit an application via any other means of electronic communication, including facsimile or electronic mail, it *will not* be accepted for review unless you receive an exemption as described in the DATES Section of this announcement.

You may access the Grants.gov website portal at <http://www.grants.gov>.

Applications, excluding required standard forms, must be submitted as three (3) files (see acceptable file types below). One file must contain the entire Project Narrative, another the entire Budget Narrative including supporting documentation described in the Budget Narrative Content Section; and the third file must contain all documents in the Appendices. Any additional files submitted as part of the Grants.gov application will not be accepted for processing and will be excluded from the application during the review process.

Any files uploaded or attached to the Grants.gov application must be Adobe PDF, Microsoft Word, or image formats (JPG, GIF, TIFF, or BMP only) and must contain a valid file format extension in the filename. HHS/OASH strongly recommends that electronic applications be uploaded as Adobe PDF. If you convert to PDF prior to submission you may prevent any unintentional formatting that might occur with submission of an editable document. Please note, even though Grants.gov allows you to attach any file format as part of your application, HHS/OASH restricts this practice and only accepts the file formats identified above. Any file

submitted as part of the Grants.gov application that is not in a file format listed above will not be accepted for processing and will be excluded from the application during the review process.

Any file submitted as part of the Grants.gov application that contains password protection will not be accepted for processing and will be excluded from the application during the review process. We will not contact you for passwords or resubmission of unprotected files. Unprotected information in the application will be forwarded for consideration but password protected portions will not. You should avoid submitting personally identifiable information such as personal contact information on résumés.

In addition, the use of compressed file formats such as ZIP, RAR, or Adobe Portfolio will not be accepted. We will not contact you for resubmission of uncompressed versions of files. Compressed information in the application will not be forwarded for consideration.

You must submit your application in a format that can easily be copied and read by reviewers. We do not recommend that you submit scanned copies through Grants.gov unless you confirm the clarity of the documents. Pages cannot be reduced resulting in multiple pages on a single sheet to avoid exceeding the page limitation. If you submit documents that do not conform to these instructions, we will exclude them from your application during the review process.

b. Important Grants.gov Information

You may access the electronic application for this program on <http://www.grants.gov>. You must search the downloadable application page by the Funding Opportunity Number or CFDA number, both of which can be found on page 1 of this funding opportunity announcement.

To ensure successful submission of your application, you should carefully follow the step-by-step instructions provided at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html> . These instructions are kept up-to-date and also provide links to Frequently Asked

Questions and other troubleshooting information. **You are responsible for reviewing all Grants.gov submission requirements on the Grants.gov site.**

You should contact Grants.gov with any questions or concerns regarding the electronic application process conducted through Grants.gov. See Contacts below. See Section F.4 for requirements related to DUNS numbers and SAM registration.

G. APPLICATION REVIEW INFORMATION

1. Criteria

Federal staff and an independent review panel will assess all eligible applications according to the following criteria. Disqualified applications will not be reviewed against these criteria:

a. Significance (25 points)

- 1) The extent to which the proposed project includes innovative analyses of existing data, new or advanced methods of analyses, or novel combination and integration of datasets to allow the exploration of new questions in the area of pregnancy prevention and/or healthy behavior choices among adolescents in particular, at least one of the topic areas, or similar topic area listed in Section E.3. **(10 Points)**
- 2) The extent to which the proposed project is likely to have a positive impact on the field of pregnancy prevention in the US, and will provide findings that will decrease teen pregnancy, STIs, other related risk behaviors and/or reduce disparities. **(10 Points)**
- 3) The extent to which the proposed project will be influential in that it will lead others to investigate the problem, open new areas of research, or public health

practice, and will improve and be of value to the reproductive health field.

(5 Points)

b. Research Design and Methods (35 Points)

- 1) The applicant proposes to use publicly available reports or Government or other source reports available upon request; is in possession of the needed datasets for the proposed project; OR the applicant will obtain, either through a partnership, license, or by other means, the data necessary to conduct the proposed analyses and has sufficiently provided evidence of access, for example, signed MOUs, licensing agreements or other proof; and the timing of their project and availability of the reports aligns. **(10 Points)**
- 2) The extent to which the application provides a strong, clear and sound secondary data analysis plan and description of statistical techniques that is detailed, appropriate, feasible and consistent with the stated purposes of this FOA. If applicable, the applicant provides a plan for protecting the data and managing sensitive information. **(10 Points)**
- 3) The extent to which the proposed project is likely to lead to the successful analysis of evidence-based TPP programs and make a new, and significant, contribution to the field. **(10 Points)**
- 4) The extent to which the applicant demonstrates a thorough understanding of the challenges in carrying out the proposed project and provides a sound plan for overcoming these challenges. **(5 Points)**

c. Capacity and Experience of the Applicant and Applicant Organization

(20 Points)

- 1) The extent to which the applicant organization and its staff have sufficient experience to successfully complete the proposed project. The applicant organization's capabilities and experience relative to this project, including experience with administration, development, implementation, management and evaluation of similar projects, would enable them to implement the proposed project effectively including the extent to which the investigators are experienced in working with rigorous evaluation data and advanced statistical methods relevant to analyzing intervention outcomes. **(10 Points)**
- 2) The extent to which the proposed project director and key project staff possess sufficient relevant knowledge, experience, and capabilities to conduct and manage the project as proposed including the extent to which the study team demonstrates significant experience developing and conducting analyses similar to that proposed in the application aimed at preventing teen and unintended pregnancy or promoting healthy behavioral choices as listed in the FOA. If the applicant represents a consortium of partner agencies, the extent to which their background and experience would support the planning and completion of the proposed project. There is demonstrated evidence of successful past collaborations with the proposed study team or with similar partners. **(10 Points)**

d. Project Management & Work Plan (15 Points)

- 1) The extent to which the applicant submitted a detailed work plan for up to a 24-month project period that includes goals, SMART objectives (specific, measureable, achievable, realistic, and time-framed), and activities to

accomplish each objective. For each activity, the work plan identifies the person(s) responsible, timeline for completing activities, and measures of success. **(5 Points)**

- 2) The extent to which there is a sound management plan for achieving the objectives of the proposed project on time and within budget as demonstrated by a sufficiently detailed, complete and realistic timeline for up to a 24-month project period or the period proposed (i.e., key tasks for obtaining, merging, cleaning and otherwise preparing data for analysis, and conducting the analysis; and adequate milestones for measuring progress towards completion of the application's goals, including major tasks and milestones for each of these tasks). Responsibilities, timelines, and milestones for accomplishing project tasks and ensuing quality are clearly defined. The plan clearly defines the role and responsibilities of the lead staff. The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants. **(10 Points)**

e. Budget & Budget Narrative (5 Points)

- 1) The extent to which the applicant provides a detailed line-item budget, which includes justification (in narrative form) clearly explaining how grant funds would be spent over a period of up to 24 months from issuance that is appropriate and feasible. The extent to which the costs of the proposed project are reasonable and programmatically justified in view of the analyses to be conducted, the activities to be conducted, and the expected results and benefits. The budget and budget narrative align with the work plan. **(5 Points)**

2. Review and Selection Process

Each HHS/OASH Program's office is responsible for facilitating the process of evaluating applications and setting funding levels according to the criteria set forth above.

An independent review panel will evaluate applications that meet the responsiveness criteria, if applicable, and are not disqualified. These reviewers are experts in their fields, and are drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies. Based on the Application Review Criteria as outlined under Section E.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria. In addition to the independent review panel, Federal staff will review each application for programmatic, budgetary, and grants management compliance.

The Deputy Assistant Secretary for Population Affairs will provide recommendations for funding to the Grants Management Officer to conduct risk analysis.

In providing these recommendations, the following additional criteria will be taken into consideration:

- (a) Equitable geographic distribution of grant awards across the country
- (b) diversity of research questions/analysis approaches across fundable applications,
- (c) duplication of existing projects in the field, and
- (d) soundness and feasibility of the research/analysis plan.

3. Review of Risk Posed by Applicant

The HHS/OASH will evaluate, in accordance with 45 C.F.R. § 75.205, each application recommended for funding by the program official indicated in Review and Selection Process for risks before issuing an award. This evaluation may incorporate results of the evaluation of eligibility or the quality of an application. If we determine that a Federal award will be made, special conditions that correspond to the degree of risk assessed will be applied to the Federal award. Such conditions may include additional programmatic or financial reporting or releasing funds on a reimbursable rather than cash advance basis. OASH will use a risk-based approach and may consider any items such as the following:

- 1) Your financial stability;
- 2) Quality of management systems and ability to meet the management standards prescribed in 45 C.F.R. part 75;
- 3) History of performance. Your record in managing Federal awards, if you are a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
- 4) Reports and findings from audits performed; and
- 5) Your ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

Prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (currently \$250,000), we are required to review and consider any information

about you that is in the designated integrity and performance system accessible through the System for Award Management (SAM) (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). You may, at your option, review information in SAM and comment on any information about yourself that a Federal awarding agency previously entered and is currently available through SAM. We will consider any comments by you, in addition to the other information in the designated system, in making a judgment about your integrity, business ethics, and record of performance under Federal awards when completing the review of risk.

If we do not make an award to you because we determine your organization does not meet either or both of the minimum qualification standards as described in 45 C.F.R. §75.205(a)(2), we must report that determination to FAPIIS, if certain conditions apply. At a minimum, the information in the system if you are a prior Federal award recipient must “demonstrate a satisfactory record of executing programs or activities under Federal grants, cooperative agreements, or procurement awards; and integrity and business ethics.” 45 C.F.R. § 75.205(a)(2); see also 45 C.F.R. §75.212 for additional information.

4. Final Award Decisions, Anticipated Announcement, and Federal Award Dates

Upon completion of risk analysis and concurrence of the Grants Management Officer, HHS/OASH will issue Notices of Award. No award decision is final until a Notice of Award is issued. All award decisions, including level of funding if an award is made, are final and you may not appeal.

HHS/OASH seeks to award funds as much in advance of the anticipated project start date shown in Section B “Federal Award Information,” as practicable, with a goal of 10-15 days. Note

this is an estimated start date and award announcements may be made at a later date and with a later project period start date.

H. FEDERAL AWARD ADMINISTRATION INFORMATION

1. *Federal Award Notices*

HHS/ OASH does not release information about individual applications during the review process. If you would like to track your application, please see instructions at <http://www.grants.gov/web/grants/applicants/track-my-application.html>. The official document notifying you that an application has been approved for funding is the Notice of Award (NOA), approved by a Grants Management Officer of the HHS/OASH/GAM. If you are successful, you will receive this document via system notification from our grants management system (Grant Solutions) and/or via e-mail. This document notifies the successful recipient of the amount awarded, the purposes of the award, the anticipated length of the project period, terms and conditions of the award, and the amount of funding to be contributed by the recipient to project costs, if applicable.

If you receive an NOA, we strongly encourage you to read the entire document to ensure your organization's information is correct and that you understand all terms and conditions. You should pay specific attention to the terms and conditions, as some may require a time-limited response. The NOA will also identify the Grants Management Specialist and Program Project Officer assigned to the award for assistance and monitoring.

If you are unsuccessful or deemed ineligible according to the disqualification criteria, you will be notified by HHS/OASH by email and/or letter. If your application was reviewed by the independent review panel, you may receive summary comments pertaining to the application resulting from the review process. On occasion, you may receive a letter indicating that an

application was approved but unfunded. These applications may be kept active for one year and may be considered for award without re-competing should funds become available during the hold period.

1. Administrative and National Policy Requirements

If you are successful and receive a Notice of Award, in accepting the award, you agree that the award and any activities thereunder are subject to all provisions of 45 C.F.R. part 75, currently in effect or implemented during the period of the award, or other Department regulations and policies in effect at the time of the award.

In addition, your organization must comply with all terms and conditions outlined in the Notice of Award, the U.S. Department of Health and Human Services (HHS) Grants Policy Statement (GPS), requirements imposed by program statutes and regulations and HHS grant administration regulations, as applicable, as well as any requirements or limitations in any applicable appropriations acts. The current HHS GPS is available at <http://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> Please note HHS plans to revise the HHS GPS to reflect changes to the regulations; 45 C.F.R. parts 74 and 92 have been superseded by 45 C.F.R. part 75.

You may only use award funds to support activities outlined in the approved project plan. If your application is funded, your organization will be responsible for the overall management of activities within the scope of the approved project plan. Please consult the HHS GPS Section II and 45 C.F.R. § 75.308 for aspects of your funded project that will require prior approval from the Grants Management Officer for any changes. Modifications to your approved project that will require prior approval include, but are not limited to: a change in the scope or the objective(s) of

the project or program (even if there is no associated budget revision, such as reduction in services, closing of service or program site(s)); significant budget revisions, including changes in the approved cost-sharing or matching; a change in a key person specified in your application; reduction in time devoted to the project by the approved project director or principal investigator, either as percentage of full-time equivalent of 25% or more or absence for 3 months or more; or the subawarding, transferring or contracting out of any work that was not described in the approved proposal.

2. Closeout of Award

Upon expiration of your project period, if we do not receive acceptable final performance, financial, and/or cash reports in a timely fashion within the closeout period, and we determine that closeout cannot be completed with your cooperation or that of the Principal Investigator/ Project Director, we may elect to complete a unilateral closeout. (See F.3 Reporting below for closeout reporting requirements.) As a result, we may determine that enforcement actions are necessary, including on another existing or future award, such as withholding support or a high-risk designation.

3. Lobbying Prohibitions

You shall not use any funds from an award made under this announcement for other than normal and recognized executive legislative relationships. You shall not use funds for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support

or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body, except in presentation to the Congress or any State or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any State or local government itself.

You shall not use any funds from an award made under this announcement to pay the salary or expenses of any employee or subrecipient, or agent acting for you, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government.

The above prohibitions include any activity to advocate or promote any proposed, pending, or future Federal, State or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

4. Non-Discrimination Requirements

Pursuant to Federal civil rights laws, if you receive an award under this announcement you must not discriminate on the basis of race, color, national origin, disability, age, and in some cases sex and religion. The HHS Office for Civil Rights provides guidance for complying with civil rights laws that prohibit discrimination. <https://www.hhs.gov/civil-rights/index.html>.

HHS provides guidance to recipients of federal financial assistance on meeting the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency. See *Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons*, 68 Fed. Reg. 47311, 47313 (HHS Office for Civil Rights, 2003, www.gpo.gov/fdsys/pkg/FR-2003-08-08/pdf/03-20179.pdf) You must ensure your contractors and subrecipients also comply with federal civil rights laws.

The *National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care* (National CLAS Standards), 78 Fed. Reg. 58539, 58543 (HHS Office of Minority Health, 2013, www.gpo.gov/fdsys/pkg/FR-2013-09-24/pdf/2013-23164.pdf), provides a practical framework for applicants to provide quality health care and services to culturally and linguistically diverse communities, including persons with limited English proficiency. Compliance with the National CLAS Standards meets the legal obligation to take reasonable steps to provide meaningful access to persons with limited English proficiency.

5. Smoke- and Tobacco-free Workplace

The HHS/OASH strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. This is consistent with the HHS/OASH mission to protect and advance the physical and mental health of the American people.

6. Acknowledgement of Funding and HHS Rights to Materials and Data

Each year's annual appropriation requires that when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all organizations receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state— (1) the percentage of the total costs of the program or project which will be financed with Federal money; (2) the dollar amount of Federal funds for the project or program; and (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

You must also acknowledge Federal support in any publication you develop using funds awarded under this program, with language such as:

This publication (journal article, etc.) was supported by Award No. _____ from the Office of the Assistant Secretary of Health (OASH). Its contents are solely the responsibility of the authors and do not necessarily represent the official views of OASH.

All publications you develop or purchase with funds awarded under this announcement must be consistent with the requirements of the program. You own the copyright for materials that you develop under this award, and pursuant to 45 C.F.R. § 75.322(b), HHS reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use those materials for Federal purposes, and to authorize others to do so. In addition, pursuant to 45 C.F.R. § 75.322(d), the Federal government has the right to obtain, reproduce, publish, or otherwise use

data produced under this award and has the right to authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

7. Trafficking in Persons

Awards issued under this funding opportunity announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.hhs.gov/opa/grants/trafficking_in_persons_award_condition.html. If you are unable to access this link, please contact the Grants Management Specialist identified in this funding opportunity announcement to obtain a copy of the term.

8. Efficient Spending

This award may also be subject to the HHS Policy on Promoting Efficient Spending: Use of Appropriated Funds for Conferences and Meetings, Food, Promotional Items, and Printing and Publications available at <http://www.hhs.gov/grants/contracts/contract-policies-regulations/efficient-spending/>

To be considered for an award under this funding opportunity, you must provide detailed budget information on the cost of the required conference or meeting in accordance with this HHS policy. You may be contacted for additional information if your application is not sufficient to meet HHS policy requirements.

9. Whistleblower Protection

If you receive an award, you will be subject to a term and condition that applies the terms of 48 C.F.R. § 3.908 to the award, and requires that you inform your employees in writing of employee whistleblower rights and protections under 41 U.S.C. § 4712 in the predominant native language of the workforce.

10. Human Subjects Protection

Federal regulations (45 C.F.R. Part 46) require that applications and proposals involving human subjects must be evaluated with reference to the risks to the subjects, the adequacy of protection against these risks, the potential benefits of the research to the subjects and others, and the importance of the knowledge gained or to be gained. If research involving human subjects is anticipated, you must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in 45 C.F.R. Part 46. You may find it online at <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>.

Applicants that plan to engage in research involving human subjects are encouraged to provide information regarding participation in research in their recruitment efforts and provide a link to www.hhs.gov/about-research-participation.

11. Research Integrity

An applicant for or recipient of PHS support for biomedical or behavioral research, research training or activities related to that research or research training must comply with 42 C.F.R. part 93, including have written policies and procedures for addressing allegations of research misconduct that meet the requirements of part 93, file an Assurance of Compliance with

the Office of Research Integrity (ORI), and take all reasonable and practical steps to foster research integrity consistent with 42 C.F.R. § 93.300. The assurance must state that the recipient (1) has written policies and procedures in compliance with this part for inquiring into and investigating allegations of research misconduct; and (2) complies with its own policies and procedures and the requirements of part 93. More information is available at ori.hhs.gov/assurance-program.

12. Reporting

a. Performance Reports

You must submit performance reports on a semi-annual basis. Your performance reports must address content required by 45 C.F.R. § 75.342(b)(2). The awarding program office may provide additional guidance on the content of the progress report. You must submit your performance reports by the due date indicated in the terms and conditions of your award via upload to our grants management system (GrantSolutions.gov), in the Grant Notes module.

You will also be required to submit a final performance report covering the entire project period 90 days after the end of the project period. You must submit the final report by upload to our grants management system (GrantSolutions.gov), in the Grant Notes module.

b. Performance Measures

For each performance report of this initiative, you should be able to describe in your performance reports:

- Collaboration with any partnering organizations and entities that have been specifically named as a subrecipient to carry out any aspect for this project, and how the collaboration was instrumental to the study

findings. Any evaluation instruments or data sources that have been used for this project and how/why they contributed to your results.

- Any validation work that has been conducted for this project.
- How your accomplishments and progress have contributed to your overall project goals.
- Describe how your specific research findings will contribute to the mission of the Office of Population Affairs and to the pregnancy prevention and family planning fields.
- Describe dissemination efforts of the research or initiative, e.g. manuscripts, publications, conference presentations or other methods of disseminating results and outcomes.

c. Financial Reports

You will be required to submit quarterly Federal Financial Reports (FFR) (SF-425). Your specific reporting schedule will be issued as a condition of award. You will also be required to submit a final FFR covering the entire project period 90 days after the end of the project period. You must submit FFRs via our grants management system (GrantSolutions.gov) FFR module.

Quarterly cash reporting to the HHS Payment Management System on the FFR is also required. Please note, at this time, these FFR reports are separate submissions via the Payment Management System. At this time, data is not transferable between the two systems and you will report twice on certain data elements.

d. Audits

If your organization receives \$750,000 or greater in Federal funds, it must undergo an independent audit in accordance with 45 C.F.R. part 75, subpart F.

e. Non-competing Continuation Applications and Awards

Each year of the approved project period, you will be required to submit a noncompeting application which includes a progress report for the current budget year, and work plan, budget and budget justification for the upcoming year. Specific guidance will be provided via Grant Solutions well in advance of the application due date. HHS/OASH will award continuation funding based on availability of funds, satisfactory progress of the project, grants management compliance, including timely reporting, and continued best interests of the government. Additionally, failure to provide final progress or financial reports on other awards from HHS may affect continuation funding.

f. FFATA and FSRS Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$25,000 or more as well as addressing executive compensation for both recipient and sub-award organizations.

g. Reporting of Matters Relating to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and

Integrity Information System (FAPIS)) about civil, criminal, or administrative proceedings described in paragraph A.2 of Appendix XII to 45 C.F.R. part 75—Award Term and Condition for Recipient Integrity and Performance Matters. This is a statutory requirement (41 U.S.C. § 2313). As required by Section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available. For more information about this reporting requirement related to recipient integrity and performance matters, see Appendix XII to 45 C.F.R. part 75.

h. Other Required Notifications

Before you enter into a covered transaction at the primary tier, in accordance with 2 C.F.R. § 180.335, you as the participant must notify HHS/OASH, if you know that you or any of the principals for that covered transaction:

- Are presently excluded or disqualified;
- Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

At any time after you enter into a covered transaction, in accordance with 2 C.F.R. § 180.350, you must give immediate written notice to HHS/OASH if you learn either that—

- You failed to disclose information earlier, as required by 2 C.F.R. § 180.335; or
- Due to changed circumstances, you or any of the principals for the transaction now meet any of the criteria in 2 C.F.R. § 180.335.

I. CONTACTS

1. Administrative and Budgetary Requirements:

For information related to administrative and budgetary requirements, contact the HHS/OASH grants management specialist listed below.

Robin Fuller

OASH Grants and Acquisitions Management

1101 Wootton Parkway, Suite 100

Rockville, MD 20852

Phone: 240-453-8822

Email: robin.fuller@hhs.gov

2. Program Requirements

For information on program requirements, please contact the program office representative listed below.

Office of Population Affairs

1101 Wootton Parkway, Suite 200

Rockville, MD 20852

Phone: 240-453-2846

Email: Callie.Koesters@hhs.gov

3. Electronic Submission Requirements

For information or assistance on submitting your application electronically via Grants.gov, please contact Grants.gov directly. Assistance is available 24 hours a day, 7 days per week.

GRANTS.GOV Applicant Support

Website: www.grants.gov

Phone: 1-800-518-4726

Email: support@grants.gov

J. OTHER INFORMATION

1. Awards under this Announcement

We are not obligated to make any Federal award as a result of this announcement. If awards are made, they may be issued for periods shorter than indicated. Only the grants officer can bind the Federal government to the expenditure of funds. If you receive communications to negotiate an award or request additional or clarifying information, this does not mean you will receive an award; it only means that your application is still under consideration.

2. Application Elements

The below is a summary listing of all the application elements required for this funding opportunity.

- Application for Federal Assistance (SF-424)
- Budget Information for Non-construction Programs (SF-424A)

- Assurances for Non-construction Programs (SF-424B)
- Disclosure of Lobbying Activities (SF-LLL)
- Project Abstract Summary
- Project Narrative – Submit all Project Narrative content as a single acceptable file, specified above.
- Budget Narrative – Submit all Budget Narrative content as a single acceptable file, specified above.
- Appendices – Submit all appendix content as a single acceptable file, specified above **in the Attachments Section of your Grants.gov application.**
 - Work Plan.
 - Signed Memorandum of Understanding or Letter of Commitment from Partners, if available
 - Resume/CV for Proposed Staff and Job Descriptions for Positions to be Hired
 - Organizational Chart

Diane Foley, MD, FAAP
Deputy Assistant Secretary for Population Affairs

Date

APPENDIX A: REFERENCES

¹ Centers for Disease Control and Prevention (2018). Figures in the Special Focus Profiles. Retrieved from: <https://www.cdc.gov/std/stats18/figspecpro.htm#adol>

² Centers for Disease Control and Prevention (2019). HIV and Youth. Retrieved from: <https://www.cdc.gov/hiv/group/age/youth/index.html>

³ Centers for Disease Control and Prevention (2019). New CDC Report: STDs Continue to Rise in the U.S. Retrieved from: https://www.cdc.gov/nchhstp/newsroom//2019/2018-STD-surveillance-report-press-release.html?s_cid=tw_SR_18011

⁴ Centers for Disease Control and Prevention (2018). Parent Engagement in Schools. Retrieved from: https://www.cdc.gov/healthyyouth/protective/parent_engagement.htm

⁵ Office of The Assistant Secretary for Planning and Evaluation (2013). Core Intervention Components: Identifying and Operationalizing What Makes Programs Work. Washington, D.C., Retrieved from https://aspe.hhs.gov/system/files/pdf/180286/rb_CoreIntervention.pdf.

⁶ U.S. Office of Population Affairs (2019). TAG for Families. Retrieved from: <https://www.hhs.gov/ash/oah/tag/for-families/index.html>

⁷ Shepard, Daniel (2010). How Investigating Mediators and Moderators Helps Explain Intervention Effects. University of Oxford. Retrieved from http://www.academia.edu/1482786/How_investigating_mediators_and_moderators_helps_explain_intervention_effects