



**ADMINISTRATION FOR CHILDREN AND FAMILIES  
ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES**

**FYSB** Family & Youth  
Services Bureau

---

## **Adolescent Pregnancy Prevention Program**

**Division of Positive Youth Development  
Adolescent Pregnancy Prevention Program**

**Title V Competitive Sexual Risk Avoidance Education  
(Title V CSRAE)**

## **GRANT ADMINISTRATION GUIDANCE**

**October 2024**

# TITLE V CSRAE Program GRANT ADMINISTRATION GUIDANCE

## Table of Contents

<b>1. Purpose and Program Overview</b>	<b>2</b>
<b>2. Prime Recipient and Subrecipient Requirements and Expectations</b>	<b>2</b>
<b>3. General Post Award Approval Requirements</b>	<b>3</b>
<b>4. Budget Revision Request</b>	<b>4</b>
<b>5. Carryover Requests</b>	<b>4-5</b>
<b>6. Non-Competing Continuation Requests</b>	<b>5-6</b>
<b>7. No-Cost Extension Requests</b>	<b>6-7</b>
<b>8. GrantSolutions System</b>	<b>7</b>
<b>9. Performance Progress Report</b>	<b>7-8</b>
<b>10. Federal Financial Report</b>	<b>8</b>
<b>11. Performance Measures</b>	<b>8-9</b>
<b>12. Research and Evaluation</b>	<b>9</b>
<b>13. Branding Guidelines</b>	<b>10-12</b>
<b>14. Grantee Program/Reporting Timeline</b>	<b>13-15</b>
<b>15. Resources</b>	<b>16</b>

# CSRAE GRANT ADMINISTRATION GUIDANCE

## 1. Purpose and Program Overview

**Statutory Authority:** The Title V SRAE Program is authorized and funded by Section 510 of the Social Security Act (42 U.S.C. § 710), as amended by Section 50502 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123) and extended by Division H, Title II of the Consolidated Appropriations Act, 2022 (Pub. L. No. 117-103).

The purpose of the Title V Competitive SRAE program is to competitively fund projects to implement sexual risk avoidance education that teaches youth to voluntarily refrain from sexual activity. The program is designed to teach youth personal responsibility, self-regulation, goal setting, healthy decision making, a focus on the future, and the prevention of risk behaviors such as drug and alcohol use, without normalizing teen sexual activity.

The goal of the Title V Competitive SRAE Program is to provide messages to youth that normalize avoiding non-marital sexual activity and other risky behaviors that increase the risk for teen sex.

The objectives of this program are to:

- Implement curricula that include medically accurate information, based on adolescent learning and developmental theories for the age group receiving the education.
- Implement curricula and strategies that are age-appropriate and culturally appropriate, recognizing the experiences of youth from diverse communities, backgrounds, and experiences.
- Teach risk avoidance skills through methods that do not normalize teen sexual activity.
- Serve youth ages 10 to 19.

## 2. Prime Recipient and Subrecipient Requirements and Expectations

In accordance with the HHS Grants Policy Statement:

The terms and conditions in the HHS Grants Policy Statement apply directly to the recipient of HHS funds. The prime recipient is accountable for the performance of the project, program, or activity; the appropriate expenditure of funds under the award by all parties; and all other obligations of the prime recipient, as cited in the Notice of Award. ***In general, the requirements that apply to the prime recipient, including public policy requirements, also apply to subrecipients and contractors under grants.*** Subrecipients and contractors under grants are subject to the requirements of the cost principles otherwise applicable to their type of organization and to any requirements placed on them by the prime recipient to be able to comply with the terms and conditions of the award.

Prime recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project.

Subrecipient monitoring activities alone as specified in 45 CFR § 75.352 do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. Additionally, all subrecipient(s) must obtain a Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the

SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible. Please note that registration in SAM.GOV must be renewed annually.

For further information on subrecipient expectations and requirements, please review the HHS Grants Policy Statement at <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> and Code of Federal Regulations at <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpart-D>

FYSB also has expectations for grantees (prime recipients) related to sharing of information with subrecipients and contractors.

- Grantees are expected to share all information related to the program requirements of the grant with subrecipients and contractors. Grantees are expected to share all training and technical assistance resources with subrecipients and contractors. Grantees should share invitations and linkages to training and technical assistance events, websites, and resources with subrecipients and contractors.
- Grantees are required to notify their Federal Project Officer of any changes in subrecipient organization and any solicitations for new subrecipient awards.
- Grantees should include critical program requirements in the solicitation announcements.

### **3. General Post Award Approval Requirements**

In accordance with 45 CFR 75.308, prior written awarding agency approval is required for the following types of post-award requests:

- Significant Budget Revision threshold is reached when 1) expenditures in a single direct cost budget category deviate from the approved budget amount for that budget category and budget period by 10 percent of the total budget last approved by the HHS awarding agency, and 2) the total federal share exceeds the simplified acquisition threshold (\$250,000). Significant rebudgeting may indicate a potential change of scope.

o Note: Prior approval is not required for budget modifications when the federal share of the awarded budget exceeds \$250,000 AND the cumulative transfers between direct cost categories is below 10% of the total awarded budget.

- Carryover of funds into any subsequent budget period to complete previously approved activities
- Change in scope of work or objectives of the project (even if the budget does not change)
- Change in the Project Director (PD), Principal Investigator (PI), or other key personnel specified in the grant application
- Absence for more than 3 months or 25% reduction in time devoted to the project by the PD/PI or Authorized Representative
- Foreign Travel
- Transfer of Training Funds
- One-time extension of the period of performance by up to 12 months

*\*These guidelines apply to both grantees and their subrecipients.*

Several post-award requests require specific grant reporting forms. All of these reporting forms and instructions can be found on grants.gov. ACF discretionary grants use the “SF-424 Family” reporting forms. The SF-424 Family forms can be found at: <https://www.grants.gov/forms/forms-repository/sf-424-individual-family>.

## 4. Budget Revision Request

A grantee initiates the Budget Revision process by formally requesting that the Office of Grants Management (OGM) reallocate funds among the line-item cost categories of the grant. Budget Revisions should be submitted as an amendment via Grant Solutions. Requests must be initiated not less than 30 days prior to the end of the budget period for which the grantee is requesting the revision (45 CFR 75.308). Grantees are required to report any modifications of the budget and program activities as outlined in the original application for informational and record keeping purposes, even if the changes do not require prior approval.

The following documents must be submitted by the grantee to request a budget revision:

1. Cover Letter, on agency letterhead, dated and signed by Authorizing Official. The cover letter should:
  - Include the Federal grant award number.
  - Clearly indicate that the funds will be used to complete activities that have already been approved in cases when the grantee is writing to inform ACF of a budget revision that does not require prior approval (45 CFR 74.25(c) (1)).
  - Clearly indicate the proposed activities in cases when the grantee is writing to request a budget revision that includes a change in scope of activities.
  - Provide the amount of the request as indicated in a description of the line items affected by the revision.
2. SF-424A – Complete the form in its entirety.
3. Line Item Budget
  - The Budget should be in a spreadsheet or table format.
  - Both the federal and non-federal budget items should be clearly marked.
  - When making your budget, reflect the budget categories outlined in SF-424A (i.e., Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
4. Budget Narrative
  - The Budget Narrative is a justification supporting the need to expend funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall completion and success of the project.
  - Address only line items impacted by the shift in funds.

## 5. Carryover Requests

A Carryover request is required to receive approval for unobligated balances to be carried forward to any subsequent budget period within the project period. Unobligated balances can be carried over to any subsequent budget year of the project period. It is advisable for requests to be made 90 days after a budget period ends or any time after the submission of the annual SF-425 that allows time for funds to be expended. Unobligated balances of funds cannot be carried forward to perform new work or new tasks and grantees cannot request to utilize carryover funds for new costs. The carryover funding must be utilized to complete unmet objectives from the previous year. Carryover requests should be submitted via Grant Solutions as an amendment.

Grantees are required to submit the following documents for a carryover request:

1. Cover Letter, on agency letterhead, dated and signed by the Authorizing Official.
  - Provide the amount of the requested carryover. Include unexpended federal funds as well as any non-federal matching funds that were not committed during the budget year. Only include the amount you are requesting to carry over. Clearly indicate that the funds will be used to complete activities which were approved, but not completed by end the current or previous budget year.
  - Describe the reason why the established goals were not met, as well as, the list of approved activities that were unfinished in the prior year.
2. SF-424A – Complete the form in its entirety, giving special attention to the following:
  - Including only the carryover request
  - Section A - columns a, b, e, f, and g
  - Section B - columns 1 (federal), 2 (non-federal), and 5 (total)
3. Line-Item Budget and Budget Narrative:
  - The line-item Budget should be in a spreadsheet or table format. Both the federal and non-federal budget items should be clearly marked. When preparing your budget, reflect the budget categories outlined in SF-424A (i.e., Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
  - The Budget Narrative is a justification supporting the need to expend funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall completion and success of the project.
4. Copy of the most recent annual Standard Form 425 Federal Financial Report

## 6. Non-Competing Continuation Requests

The Non-Competing Continuation (NCC) application is required in order to obligate grant funds for each new budget year of the project and to ensure that proposed programmatic activities are consistent with the scope of the program announcement. Awards are based upon appropriate performance/progress and availability of funds.

The grantee will receive notification through the Grant Solutions system when the Non-Competing Continuation Application is available for completion. The grantee must submit a Non-Competing Continuation packet through Grant Solutions by the due date indicated. The packet must include the following documents:

- SF-424 Application for Federal Assistance
  - Make sure grant award number is listed in the “Federal Identifier” block. Grant award number can be found in the upper right corner of the letter notifying grantee about the NCC.
  - Make sure “Applicant Information” is current and accurate, including UEI number. Project contact should be the person responsible for the day-to-day operations and overall success of the project.
  - Check “continuation” in Block 2.
  - Indicate in Block 19 whether or not grantee’s continuation application was reviewed in accordance with the intergovernmental review process. Do not choose option #19.c. since the intergovernmental process is applicable to this program.

- Block 18 must include grantee’s federal and non-federal sources of funding.
- Make sure that the representatives designated as Contact Person and Authorized Representative are not identical.
- Make sure the entire form is completed, signed by the designated Authorized Representative, and dated.
- SF-424A Budget Information – Non-Construction Programs
  - In Section A, column (e) – indicate federal costs in each applicable object class category. In column (f) indicate non-federal costs in each applicable object class category. In column (g) indicate the total.
  - In Section F, Line 22, state the type of indirect cost rate (e.g., provisional, fixed, etc.) and provide computation (i.e., base X rate = total indirect expense).
- SF-424B Assurances – Non-Construction Programs
- Certification Regarding Lobbying signed by the Authorized Representative
- SF-P/PSL Project/Performance Site Location
- Program Narrative
- Line-item Budget and Budget Narrative
  - The Line-Item Budget should be in a spreadsheet or table format. Both the federal and non-federal budget items should be clearly marked. When preparing your budget, reflect the budget categories outlined in SF-424A (i.e., Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
  - The Budget Narrative is a justification supporting the need to expend funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall completion and success of the project.

*Note: Additional detailed guidance on how to develop and submit the NCC will be provided in a separate document to grantees.*

## **7. No-Cost Extension Requests**

A No-Cost Extension may be requested by grantees to complete prior approved project activities beyond the project period to provide continuity of project or program activities, while a competing continuation application is being reviewed or to permit orderly phase-out of activities for which there will be no further FYSB support. The no-cost extension does not authorize additional spending beyond the purposes consistent with the original award. The request must specify the proposed revised ending date and must include justification for the extension requested. No-cost extensions can run concurrently with “new” awards, but separate tracking must be maintained by the grantee and Federal Project Officer. The grantee must submit the no-cost extension request via GrantSolutions as an amendment.

General requirements for No-Cost Extensions are:

- To complete activities of the grant as approved in the final year of the project period.
- Requests must be submitted no less than 45 days prior to the end of the project period. Requests made less than 45 days before the end of the project period will not be considered.
- No-Cost Extensions are not permitted to merely use unobligated balances.
- Requests are one-time extensions of the project period expiration date by up to 12 months.
- Grantee must provide a “letter of justification” that outlines the time needed for the No-Cost Extension signed by the Authorizing Official (person who signed SF-424)

- Budget changes are not permitted in a recipient's award that caused any FEDERAL APPROPRIATION to be used for purposes other than those consistent with the original award/purpose of the authorization and appropriation.
- Current SF-425 Federal Financial Reports and Program Progress Reports must be on file.

The grantee must submit the no-cost extension request via GrantSolutions as an amendment. The request must include the following:

- Description of the incomplete objectives/activities that were previously approved but will not be completed by midnight on the project period end date. **Note:** New activities that were not previously a part of the approved grant application and most current continuation applications may not be included in the no-cost extension request. The request must clearly indicate that funds will be used to complete activities which were approved, but not completed as allocated in the final budget of record.
- The number of additional months and the new end date requested for the extended project period.
- Explanation of why the project activities were not completed within the approved budget period. The explanation should include a reference to incomplete activities as stated in the most current continuation application.
- Signature of the Authorized Representative of the organization.

## 8. GrantSolutions System

GrantSolutions (<https://www.grantsolutions.gov>) is an online grant management system. It provides a venue for FYSB and the Office of Grants Management (OGM) to electronically work with grantees to manage awards. The benefits of this system are:

- Federal agencies will be able to provide better services to grantees through improved internal coordination of activities; and,
- Grantees will be better able to manage projects because they will have more access to information subject to review and approval by the Federal government.

All grantees will be able to access information, submit the NCC application, submit reports and request all amendments (formerly called post award grant actions) through GrantSolutions. Visit the Training Module Website to view guides and online Training Modules:

<https://www.grantsolutions.gov/cf/display/GranteeUsers/Home> and view the online Training Modules.

## 9. Performance Progress Report

Grantees will report semi-annual progress using the [Performance Progress Report \(PPR\)](#). The reports must be submitted by April 30<sup>th</sup> (reporting period of September 30 through March 31) and October 30<sup>th</sup> (reporting period April 1 through September 29) of each funding year. For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

- Program Progress Reports: Semi-Annually
- Financial Reports: Semi-Annually
- Performance progress and financial reports are due 30 days after the end of the reporting period.



**The PPR should be submitted via the PPR Portal in GrantSolutions.** The PPR **must** be uploaded as a Programmatic Report titled “PPR (reporting period end date)” i.e., PPR (9.29.24). Failure to make timely submissions of these reports could affect future funding.

The following is required in the Performance Progress Report:

- Performance Progress Report Cover Sheet
- Performance Progress Report Program Indicators
  - Major activities and accomplishments during this period
  - Description of any problems/challenges related to the areas addressed activities and accomplishments
  - Significant findings and events
  - Dissemination activities
  - Equity-related activities
  - Other activities
  - Activities planned for next reporting period

In addition to the submission of semi-annual PPRs, a final PPR is due 120 days after the end date of the project period (January 30, 2027) and must be cumulative covering all years of the two-year project period.

## 10. Federal Financial Report

The grantee must submit semi-annual, annual and final Federal Financial Reports (FFRs) throughout the program period. The financial information is reported on the SF-425. Grantees should not complete items 10a and 10c on the form. Reports must be submitted by April 30<sup>th</sup> and October 30<sup>th</sup> of each funding year. **The SF-425 should be completed and submitted through the Payment Management System (PMS).** A final SF-425 is due 120 days after the end date of the project period and must be cumulative covering all years of the grant term.

### Semi-Annual Reporting Schedule

	*Reports	Due Date	Dates that the Report Covers
1	Semi-Annual FFR SF-425	April 30	Covers expenditures during the 6 months from September 30 – March 31
2	Semi-Annual FFR SF-425	October 30	Covers expenditures during the 6 months from April 1 – September 29
3	<b>Annual FFR</b>	December 30	The annual financial report confirms the final obligated amount for the budget period.
4	<b>Final Financial Report</b>	January 30	The final financial report confirms the final obligated amount for the final year.

## 11. Performance Measures

All grantees and subrecipients are required to collect and report on FYSB's federal performance measures. Grantees who are not in compliance with collecting and submitting the OMB-approved performance measures data will receive a corrective action notification in their electronic grant file. Grantees funded in Fiscal Year 2024 will be required to start collecting performance measures data after the 90-day start-up period on January 2025.

FYSB plans to use performance measures data to monitor progress towards expected outcomes, to improve programs by strategically directing training and technical assistance efforts, and to report on the status and progress of the program to Congress. FYSB does not intend to use performance measures to determine program effectiveness or impact.

The broad categories of performance measures that ACF collects are:

1. Measures of structure, cost, and support for implementation
2. Measures of attendance, reach, and dosage
3. Participants' characteristics; and
4. Measures of participants' behavioral intentions and perceptions of program and its intended effects

All SRAE performance measures resources, websites, and guidance can be found on the SRAE Performance Analysis Study (SRAE PAS) website at [www.sraepas.com](http://www.sraepas.com). For questions about performance measures, the Performance Measures Portal (online reporting system) or the Performance Dashboard, contact: [SRAEperformancemeasures@publicstrategies.com](mailto:SRAEperformancemeasures@publicstrategies.com) or call toll-free 1-833-797-0166

Grantees and subrecipients are required to collect and report on **all** OMB-approved SRAE performance measures surveys.

Performance measures waivers may only be requested for specific exceptions and are subject to review and approval by FYSB.

Grantees identifying the need for waiver requests should contact their Federal Project Officer for further instructions. Grantees will be required to gather and submit supporting documentation, which includes letters from bodies of authority and copies of written policies and/or regulations.

## 12. Research and Evaluation

Grant recipients have the option and are encouraged to conduct local research or local evaluations of their SRAE projects. Grant recipients who choose to conduct local evaluations must provide a description of the plan to conduct grantee-specific evaluations, called "local evaluations." The purpose of the local evaluations is to contribute to the evidence base for sexual risk avoidance education programming and provide an opportunity for grantees to learn whether desired outcomes are being achieved and/or if the program(s) being implemented is effective. Local evaluations can also help grant recipients understand how to improve their sexual risk avoidance education programming. Evaluations must answer one or more specific research questions related to programming implemented and funded by the grant.

## National Evaluation

ACF will select a subset of projects funded under this announcement to participate in one or more rigorous federal evaluations. All grant recipients will be required to participate, if selected, and must give their assurance that they will participate.

### 13. Branding Guidelines for FYSB-Supported Projects

FYSB must be acknowledged as a funding source in all disseminated materials and presentations resulting from this project. This document serves as guidance for grantees on how to reference FYSB support.

#### What is a FYSB-supported project?

A FYSB-supported project is a program, study, demonstration project, service or other initiative funded, either in full or in part, by FYSB. FYSB contributes to the work and products of the project but does not own them. A FYSB-supported project meets the following criterion:

If FYSB were to halt funding to the implementing partner, the partner would seek to continue the same project with funding from a different source.

#### Can FYSB-supported projects use the HHS/ACF/FYSB logos?

Not always. According to HHS guidelines, the HHS, ACF and FYSB logos cannot be used by the private sector, including grantees, vendors and contractors, unless the deliverable is for the express purpose of being an HHS publication for HHS distribution to the public.

#### How do FYSB-supported projects show their connection to FYSB?

Projects that fall into this category are encouraged to display the seal shown here to recognize the contribution FYSB makes toward their work.



Appropriate places to display the seal include:

- On a list of funders (online or in a print publication) or in an annual report
- On the web page, brochure or letterhead of a social service program supported by a FYSB grant
- On the home page of an organization that receives the bulk of its funding from FYSB

#### Can FYSB-supported projects have separate logos and color schemes?

Yes. FYSB-supported projects do not fall under the FYSB brand. They have fully separate identities from FYSB and use their own logos, fonts and colors in their products and marketing materials.

However, the FYSB seal should not be altered or rendered in colors other than the approved FYSB colors. Please consult the FYSB Brand Guide for guidance on fonts and colors or contact one of FYSB's Brand Stewards.

### **Does the FYSB seal take the place of acknowledgment of Federal funding language required under HHS grants?**

No. According to the HHS Grants Policy Statement, grantees must acknowledge Federal funding on publications and audiovisuals (including agency and project websites\*) that result from HHS grant-supported activities. Publications, audiovisuals and websites produced under this grant supported project must bear one of the acknowledgements and disclaimers below. Please contact your Federal Project Officer for more information on using the FYSB seal for non-grant projects.

#### Publications/Website Acknowledgement and Disclaimer

##### *Full Funding*

This (insert either publication or website) was made possible by Funding Opportunity Number **HHS-2024-ACF-ACYF-TS-0040 or HHS-2023-ACF-ACYF-TS-0037** from the Department of Health and Human Services, Administration for Children and Families. Its contents are solely the responsibility of (insert name of grantee) and do not necessarily represent the official views of the Department of Health and Human Services, Administration for Children and Families.

##### *Partial Funding*

This (insert either publication or website) was supported by Funding Opportunity Number **HHS-2024-ACF-ACYF-TS-0040 or HHS-2023-ACF-ACYF-TS-0037** from the Department of Health and Human Services, Administration for Children and Families. Its contents are solely the responsibility of (insert name of grantee) and do not necessarily represent the official views of the Department of Health and Human Services, Administration for Children and Families.

#### Audiovisuals Acknowledgement and Disclaimer

##### *Full Funding*

The production of this (insert audiovisual/public service announcement, website) was made possible by Funding Opportunity Number **HHS-2024-ACF-ACYF-TS-0040 or HHS-2023-ACF-ACYF-TS-0037** from the Department of Health and Human Services, Administration for Children and Families. Its contents are solely the responsibility of (insert name of recipient) and do not necessarily represent the official views of the Department of Health and Human Services, Administration for Children and Families.

##### *Partial Funding*

The production of this (insert audiovisual/public service announcement, website) was supported by Funding Opportunity Number **HHS-2024-ACF-ACYF-TS-0040 or HHS-2023-ACF-ACYF-TS-0037** from the Department of Health and Human Services, Administration for Children and Families. Its contents are solely the responsibility of (insert name of recipient) and do not necessarily represent the official views of the Department of Health and Human Services, Administration for Children and Families.

\*The disclaimer would only be required on the specific web page containing content related to the ACF grant program if the production of the page was supported by grant funds and it contains content intended to inform the public/target population about the results of the program or services offered.

## **HHS References**

HHS Grants Policy Statement <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>

HHS Logo, Seal and Symbol Policies <https://www.hhs.gov/web/policies-and-standards/web-policies/logo-seal-and-symbol-policies/index.html>

## **WTT Authorized Use Requirements**

Grantees who would like to use the *We Think Twice*<sup>™</sup> wordmark(s) and/or logo must request permission and receive authorization. To request permission, please email your Federal Project officer with a description of how and where you intend to use the mark(s).

When in use, the following description of the campaign should be included. The attribution statement (in bold) should be visible somewhere in the medium where the mark(s) appear (website footer, document footnote, etc.).

The *We Think Twice*<sup>™</sup> movement is a social media campaign designed with teens for teens to support them in living their best lives. The campaign is owned and managed by the Family and Youth Services Bureau of the Administration for Children and Families, an agency of the U.S. Department of Health and Human Services.

**The *WE THINK TWICE* and *WTT* wordmarks and the *WE THINK TWICE* logo are trademarks of the U.S. Department of Health and Human Services (HHS). Unauthorized use of these marks is strictly prohibited.**

## 14. Grantee Program/Reporting Timeline

### Title V Competitive Sexual Risk Avoidance Education Program (SRAE) Grantee /Program Reporting Requirements Timeline

Due Date	Report/Event	Project Period Covered	Submission Method
<b>FY2024</b>			
<b>October 30, 2024</b>	Semi- Annual Performance Progress Report (PPR)	4/1/2024 to 9/29/2024	Submit via <a href="https://grantsolutions.gov">https://grantsolutions.gov</a> <b>Note: Only required for grants with project end date of 9/29/2026</b>
<b>October 30, 2024</b>	Semi-Annual Federal Financial Report (SF- 425)	4/1/2024 to 9/29/2024	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a> <b>Note: Only required for grants with project end date of 9/29/2026</b>
<b>December 30, 2024</b>	Annual Federal Financial Report (FY 2024) (SF-425)	9/30/2023 to 9/29/2024	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a>
<b>January 30, 2025</b>	Final Performance Progress Report (PPR)	9/30/2021 to 9/29/2024	Submit via GrantSolutions as a Grant Note <b>Note: Only required for grants with project end date of 9/29/2024</b>
<b>January 30, 2025</b>	Final Federal Financial Report (SF-425)	9/30/2021 to 9/29/2024	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a> <b>Note: Only required for grants with project end date of 9/29/2024</b>
<b>FY2025</b>			
Due Date	Report/Event	Project Period Covered	Submission Method
<b>January 3, 2025</b>	Full Program Implementation for grants with a September 30, 2024, start date		
<b>Winter (January/February) 2025</b>	For grants funded prior to September 2024  Performance Measures <ul style="list-style-type: none"> <li>Structure, cost, and support for program implementation</li> </ul>	June 1, 2024 – December 31, 2024	Submit via: <a href="http://www.sraepas.com">www.sraepas.com</a>
<b>April 30, 2025</b>	Semi-Annual Performance Progress Report	September 30, 2024 – March 31, 2025	Submit via <a href="https://grantsolutions.gov">https://grantsolutions.gov</a>
<b>April 30, 2025</b>	Semi-Annual Federal Financial Report (SF- 425)	September 30, 2024 – March 31, 2025	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a>
<b>August 5-7, 2025 (Louisville, KY)</b>	Annual APP Conference		

<b>Summer (July/August) 2025</b>	Performance Measures <ul style="list-style-type: none"> <li>• Structure, cost, and support for program implementation</li> </ul>	October 1, 2024 – September 30, 2025	Submit via: <a href="http://www.sraepas.com">www.sraepas.com</a>
<b>Summer (July/August) 2025</b>	Performance Measures: <ul style="list-style-type: none"> <li>• Attendance, reach, and dosage</li> <li>• Participants Entry and Exit Surveys—participant characteristics, perception of program effects, and program experiences</li> </ul>	January 1, 2025 – June 30, 2025	Submit via: <a href="http://www.sraepas.com">www.sraepas.com</a>
<b>October 30, 2025</b>	Semi-Annual Performance Progress Report	April 1, 2025 – September 29, 2025	Submit via <a href="https://grantsolutions.gov">https://grantsolutions.gov</a>
<b>October 30, 2025</b>	Semi-Annual Financial Report (SF-425)	April 1, 2025 – September 29, 2025	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a>
<b>December 30, 2025</b>	Annual Federal Financial Report (FY2025) (SF-425)	September 30, 2024 – September 29, 2025	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a>
<b>FY2026</b>			
Due Date	Report/Event	Project Period Covered	Submission Method
<b>January 30, 2026</b>	Final Performance Progress Report (PPR)	September 30, 2023 – September 29, 2025	Submit via <a href="#">GrantSolutions as a Grant Note</a>  <b>Note: Only required for grants with project end date of 9/29/2025</b>
<b>January 30, 2026</b>	Final Federal Financial Report (SF-425)	September 30, 2023 – September 29, 2025	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a>  <b>Note: Only required for grants with project end date of 9/29/2025</b>
<b>Winter (January/February) 2026</b>	Performance Measures: <ul style="list-style-type: none"> <li>• Attendance, reach, and dosage</li> <li>• Participant Entry and Exit Surveys—participant characteristics, perception of program effects, and program experiences</li> </ul>	July 1, 2025 – December 31, 2025	Submit via: <a href="http://www.sraepas.com">www.sraepas.com</a>
<b>April 30, 2026</b>	Semi-Annual Performance Progress Report	September 30, 2025 – March 31, 2026	Submit via <a href="https://grantsolutions.gov">https://grantsolutions.gov</a>
<b>April 30, 2026</b>	Semi-Annual Federal Financial Report (SF- 425)	September 30, 2025 – March 31, 2026	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a>
<b>Summer 2026</b>	Annual APP Conference		

<b>Summer (July/August) 2026</b>	Performance Measures <ul style="list-style-type: none"> <li>• Structure, cost, and support for program implementation</li> </ul>	October 1, 2025 – September 30, 2026	Submit via: <a href="http://www.sraepas.com">www.sraepas.com</a>
<b>Summer (July/August) 2026</b>	Performance Measures: <ul style="list-style-type: none"> <li>• Attendance, reach, and dosage Participants Entry and Exit Surveys— participant characteristics, perception of program effects, and program experiences</li> </ul>	January 1, 2026 – June 30, 2026	Submit via: <a href="http://www.sraepas.com">www.sraepas.com</a>
<b>October 30, 2026</b>	Semi-Annual Performance Progress Report	April 1, 2026 – September 29, 2026	Submit via <a href="https://grantsolutions.gov">https://grantsolutions.gov</a>
<b>October 30, 2026</b>	Semi-Annual Financial Report (SF-425)	April 1, 2026 – September 29, 2026	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a>
<b>December 30, 2026</b>	Annual Federal Financial Report (SF-425)	September 30, 2025 – September 29, 2026	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a>

**FY2027**

<b>Due Date</b>	<b>Report/Event</b>	<b>Project Period Covered</b>	<b>Submission Method</b>
<b>January 30, 2027</b>	Final Federal Financial Report (SF-425)	September 30, 2024 – September 29, 2026	Submit via <a href="https://pms.psc.gov/">https://pms.psc.gov/</a>  <b>Note: Only required for grants with project end date of 9/29/2026</b>
<b>January 30, 2027</b>	Final Performance Progress Report (PPR)	September 30, 2024 – September 29, 2026	Submit via GrantSolutions as a Grant Note  <b>Note: Only required for grants with project end date of 9/29/2026</b>



## 15. Resources

### **Adolescent Pregnancy Prevention Resources**

Family and Youth Services Bureau/Adolescent Pregnancy Prevention Program  
<http://www.acf.hhs.gov/programs/fysb/programs/adolescent-pregnancy-prevention>

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

We Think Twice  
<https://www.wethinktwice.acf.hhs.gov/>

Centers for Disease Control and Prevention  
<https://www.cdc.gov/teenpregnancy/index.htm>

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

Youth Resources  
<https://www.youth.gov>

Teen Pregnancy Prevention Evidence Review  
<https://www.tpper.gov>

Reproductive Health National Training Center  
<https://www.rhntc.org>

### **Grant Resources**

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

GrantSolutions: <https://home.grantsolutions.gov>

HHS Grants Policy Statement <https://www.hhs.gov/sites/default/files/hhs-grants-policy-statement-october-2024.pdf>

HHS Logo, Seal and Symbol Policies <https://www.hhs.gov/web/policies-and-standards/web-policies/logo-seal-and-symbol-policies/index.html>

Link to Forms: <https://www.acf.hhs.gov/archive/grants-forms>

OMB Circulars: <https://www.whitehouse.gov/omb/circulars/>

Payment Management Services: <https://pms.psc.gov/>