



**ADMINISTRATION FOR CHILDREN AND FAMILIES
FAMILY AND YOUTH SERVICES BUREAU**



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

**Tribal Personal Responsibility Education Program
(Tribal PREP)**

GRANT ADMINISTRATION GUIDANCE

October 2024

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Tribal Personal Responsibility Education Program (Tribal PREP)

GRANT ADMINISTRATION GUIDANCE

1. PURPOSE AND PROGRAM REQUIREMENTS

Statutory Authority

The Personal Responsibility Education Program (PREP) is authorized and funded by Section 513 of the Social Security Act (42 U.S.C. § 713).

Section 513(c)(2)(A) (42 U.S.C. 713(c)(2)(A)) specifically addresses the Tribal PREP, particularly the requirement for the Department of Health and Human Services (HHS) to consult with tribes and tribal organizations to review requirements for awarding the 5 percent set-aside for funding.

Purpose

The purpose of the Tribal PREP program is to support projects that educate American Indian/Alaska Native (AI/AN) youth between the ages of 10 and 19 years, and pregnant and parenting youth under age 21, on abstinence and contraception for the prevention of pregnancy, sexually transmitted infections (STIs), and human immunodeficiency virus (HIV)/ acquired immunodeficiency syndrome (AIDS). Funds will support the design, implementation, and sustainability of culturally and linguistically appropriate teen pregnancy prevention programs that replicate evidence-based effective programs, substantially incorporate elements of effective programs, or include promising practices within the AI/AN tribal communities.

The 60-month project period will be divided into three phases: a planning period, a full implementation period and a final close-out period. The Administration for Children and Families (ACF) will engage in a collaborative learning agenda that will provide support to grantees engaged in local evaluations and support performance measure data collection efforts. In addition to collecting performance measures, Tribal PREP programs must design and submit (during the planning period) a local evaluation of funded activities and must set aside a minimum of 15 and a maximum of 20 percent of their annual Tribal PREP budget for their evaluation.

Key Program Requirements

Under the Tribal PREP program, the following requirements must be addressed:

- Include activities to educate AI/AN youth that place substantial emphasis on both **abstinence and contraception** for the prevention of pregnancy and STIs, including HIV/AIDS;
- Include at least three of six following **Adulthood Preparation Subjects into program implementation:**

1. Healthy relationships, including marriage and family interactions
 2. Adolescent development
 3. Financial literacy
 4. Parent-child communication
 5. Educational and career success
 6. Healthy life skills
- Implement culturally and linguistically appropriate **evidence-based, effective, or promising programs** that change behavior (delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth);
 - Monitor **fidelity and adaptations** to ensure alignment with implementation guidelines.
 - Ensure that the program is **medically accurate and age-appropriate**;
 - Integrate **trauma-informed approaches**;
 - Provide **referrals to healthcare and other services**, as appropriate.

Please see the [Tribal PREP Notice of Funding Opportunity Announcement \(NOFO\)](#) for further information on the details of these requirements under announcement #HHS-2021-ACF-ACYF-AT-1922.

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/hhs-grants-policy-statement-october-2024.pdf> and the 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. This includes, but is not limited to, the Notice of Funding Opportunity (NOFO) and the legislation.
- 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 (FPO) of any changes in subrecipient organization and any solicitations for new subrecipient awards. Grantees are also required to include critical program requirements in the solicitation announcements.

3. Tribal PREP Goals and Objectives

The goal of the Tribal PREP is to educate adolescents on both abstinence and contraception for the prevention of pregnancy and STIs, including HIV/AIDS. Programs must promote changes in behaviors associated with pregnancy or STIs through methods such as delaying sexual activity, increasing condom or contraceptive use, and reducing the number of partners.

The following overall objectives of Tribal PREP are to:

1. Design and implement programs to educate adolescents on both abstinence and contraception to prevent adolescent pregnancy and STIs, including HIV/AIDS;
2. Provide medically accurate, age-appropriate programming that is inclusive and culturally appropriate;
3. Use best practices to replicate evidence-based effective programs (using culturally and linguistically appropriate adaptations as necessary), substantially incorporate elements of effective programs that are proven to change behaviors (to include delaying sexual activity or increasing condom and contraceptive use), or substantially incorporate elements or practices from promising programs that have demonstrated effectiveness within AI/AN tribal communities; and,

4. Promote successful, healthy transitions to adulthood through the implementation of Adulthood Preparation Subjects (APS).

Target Population

Tribal PREP efforts are dedicated to developing comprehensive, culturally appropriate interventions and services that rely on the best available research to inform and guide practice. Research suggests that AI/AN populations continue to experience disproportionately higher rates of teen pregnancy compared to other racial and ethnic groups.

Tribal PREP must serve AI/AN youth populations. For the purposes of this Funding Opportunity Announcement (FOA), youth are defined as those who are 10-19 years old (see 42 U.S.C. 713(e)(4)), except in the case of pregnant and parenting youth, which may include youth under 21 years old (42 U.S.C. 713(a)(1)(C)(III)).

Tribal PREP may serve AI/AN youth who have additional risk factors for teen pregnancy or otherwise have special circumstances, including youth in or aging out of foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, or mothers who are under 21 years of age, and youth who are victims of human trafficking. FYSB recognizes additional youth populations who are the most high-risk or vulnerable for pregnancies and STIs, including HIV/AIDS, or otherwise have special circumstances including culturally underrepresented youth populations such as Hispanic, African American, or Native American youth; systems-involved youth; rural youth; homeless youth; lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth; out-of-school youth; and fathers who are under 21 years of age. PREP projects must be welcoming and accessible to all youth with their voluntary participation.

Tribal PREP may identify and provide services to the highest need geographic areas among AI/AN communities.

4. Program Phases and Implementation Plan

Program Phases

Tribal PREP programs have a project period of 5 years, divided into three phases:

Phase I: Needs Assessment, Planning, and Capacity-Building

Phase I of the project began upon award of the grant. FYSB recognized that grantees experienced challenges and delays to staffing and IRB approvals during Phase 1, as such grantees had the flexibility to extend Phase 1 activities through September 1, 2022. Phase 1 activities included the following: (1) assessment of the needs of the identified target community(ies) in the areas of teen pregnancy prevention and youth preparation for adulthood; (2) development a program implementation and program evaluation plan that includes the selection and evaluation of a culturally appropriate teen pregnancy prevention program; and (3) building capacity to respond to identified needs.

Programs transitioned from Phase 1 to Phase 2 upon submission and approval of their implementation and evaluation plans. Submission of the implementation plan to FYSB is subject to Office of Management and Budget (OMB) approval under the Paperwork Reduction Act (PRA).

Phase II: Implementation

In Phase II, Years 2 – 4. Tribal PREP grantees will implement the various components of their approved Implementation and Evaluation Plans and work closely with FYSB to ensure that high-quality services are implemented in their selected tribal communities.

Phase II activities include:

- Building infrastructure to implement effective teen pregnancy prevention programs in the community,
- Providing high-quality Tribal PREP programs to AI/AN youth in the community,
- Measuring and reporting on progress in meeting benchmarks,
- Participating in ongoing performance measurement data collection and program evaluation activities that will result in building the knowledge base around evidence-based teen pregnancy prevention programs for AI/AN populations,
- Plan for final cohort implementation,
- Conducting fidelity monitoring and supervision activities,
- Employing participant engagement and retention strategies to maximize attendance,
- Conducting retention, tracking, and follow-up activities,
- Collecting evaluation data, including collection of OMB-approved performance measures,
- Completing required OMB-approved evaluation templates to assist with keeping track of evaluation activities,
- Developing and finalizing a sustainability plan, and
- Disseminate preliminary findings and lessons learned through presentations.

Phase III: Final Year/Year 5

In Phase III, Tribal PREP will continue implementation and conduct analysis of the intervention.

Phase III activities include the following:

- Establish the last data collection date for program study participants,
- Provide programming to youth outside of the program evaluation study, if budget permits,
- Develop and finalize an analysis plan that supports the analysis of the evaluation questions,
- Analyze outcome evaluation data,

- Submit and finalize an evaluation report, and
- Conduct sustainability activities.

Implementation Plan

Programs transitioned from Phase I to Phase II, as outlined above, upon submission and approval of their implementation plan.

Tribal PREP grantees used the information gathered during Phase 1 to complete a reasonable implementation plan that responds to the needs identified among the target population(s).

5. Medical Accuracy Review

PREP legislation requires programs to provide “medically accurate and complete” information. As defined in the legislation, the term “medically accurate and complete” refers to curricula and other public health information that are verified or supported by the weight of research conducted in compliance with accepted scientific methods and meeting the requirement of being: 1) published in peer-reviewed journals, where applicable or 2) comprising information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete. It is recommended that grantees conduct periodic medical accuracy reviews to ensure that up-to-date information is being presented to the program participants.

For Tribal PREP grantees, medical accuracy review was a Phase I grant requirement. Grantees were required to have medical accuracy approval and all final edits completed before the start of Phase II activities. Tribal PREP grantees are required to notify their Federal Project Officer of any program edits that might affect medical accuracy.

6. Evaluation

During Phase I, programs designed and further developed their capacity to implement a plan for local evaluations to answer one or more grantee-specific evaluation question(s). The purpose of these evaluations is to learn from programs in order to inform and improve current and future programming.

Local evaluations must be conducted by an independent evaluator, referred to as the "local evaluator." Local evaluations may not be conducted by persons directly involved in the administration of the program or project. Local evaluators may be universities, research organizations, evaluation consultants, or other institutions with experience in conducting rigorous evaluations. Local evaluators, while independent, must demonstrate past experience, and current capacity to work collaboratively and establish respectful relationships, with tribes, tribal organizations, and tribal communities.

Evaluation Training and Technical Assistance (T&TA) is offered through various methods. APP works collaboratively with the Office of Planning, Research and

Evaluation (OPRE) to identify and address grantee evaluation needs. Each grantee has an assigned FPO, as well as a Local Evaluation Support Liaison (LES) through the evaluation contractor, Abt Associates. The FPO provides guidance on evaluation requirements and approves changes to evaluation plans. The LES reviews and assists with the grantees' evaluation plans.

Additional information and resources can be obtained on the PREP Evaluation website at <http://www.acf.hhs.gov/fysb/programs/adolescent-pregnancy-prevention/evaluation> and the PLESD evaluation support website <https://www.preplesd.com/node>.

Implementation and Evaluation Reporting

During Phase I, grantees completed the required OMB-approved evaluation template to assist with keeping track of evaluation activities. The evaluation plan must be updated when changes are made to the evaluation design.

During Phase II, grantees are expected to work with their FPO and evaluation liaisons to develop a customized tracking spreadsheet for your project that will include, but is not limited to enrollment, attendance and dosage, progression through the intervention (for app, text, and online interventions), and data collection. Grantees are expected to update and share this study tracking spreadsheet quarterly during regularly scheduled FPO and evaluation calls. Grantees are also expected to develop an analysis plan that assesses the outcomes of the project.

Additional required templates are described in the chart below.

Name of Template	Brief Description	Anticipated Timeframe of Release	Anticipated Timeframe for Due Date
Analysis Plan Template	The purpose of this document is to guide grantees in developing an analysis plan that assesses the outcomes, and aligns with federal standards, for analysis of rigorous impact evaluation studies. This document will outline the approaches to be used to analyze program effectiveness.	Late Fall 2024	April 2025
Final Report Template	The purpose of this document is to provide guidance on structuring a final report that is comprehensive and aligned with federal standards for reporting on evaluations. Note: Grantees should plan for at least three (3) rounds of review before FYSB approves the final report.	Summer 2025	TBD

Final Data Collection Deadline

Grantees are strongly encouraged to complete all data collection no later than March 2026. This will allow grantees sufficient time to complete data analyses and dissemination activities before the end of the grant period.

7. Cooperative Agreement

ACF will provide an ample amount of support to ensure that the project and the evaluation are successful at no cost to the grantees. ACYF/FYSB will provide substantial involvement beyond the usual communication, such as conference calls and site visits. ACYF/FYSB will work in partnership with the grantee and provide support to ensure success by:

- Conducting monthly meetings with grantees to ensure program outcomes are achieved,
- Providing programmatic technical assistance to support grantees in meeting Tribal PREP requirements,
- Providing subject matter expertise and resources,
- Reviewing and providing feedback on implementation and evaluation plans,
- Providing both group and individualized technical assistance,
- Using webinars and other distance learning technology to provide trainings and resources, and
- Establishing a community of learning among grantees; and disseminating lessons learned and best practices.

8. 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 are responsible for ensuring all sub-recipients and implementation sites collect and submit PREP performance measures. FYSB provides training on how to conduct performance measures data collection and reporting.

FYSB utilizes 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. FYSB does not intend to use performance measures to determine program effectiveness or impact.

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

1. Measures of structure, cost, and support for implementation;
2. Measures of attendance, reach, and dosage;
3. Participants' characteristics, behaviors, program experiences, and perceptions of program effects (through participant entry and exit surveys).

In efforts to reduce burden for grantees who are required to conduct evaluations, Personal Responsibility Education Program Innovative Strategies (PREIS) and Tribal PREP grantees have unique entry survey that contains demographic questions only. The PREIS/Tribal PREP middle and high school entry surveys can be found at <https://prepeval.acf.hhs.gov/>. . PREIS and Tribal PREP grantees are expected to use the same version of the exit surveys as other PREP grantees. Exit survey data is vital for reporting on outcomes of the program.

All PREP performance measures resources, websites, and guidance can be found on the Performance Measures website at <https://prepeval.acf.hhs.gov/>. For questions about performance measures, the Performance Measures Portal (online reporting system) or the Performance Dashboard, contact PREPPerformanceMeasures@mathematica-mpr.com or at 1-855-267-6270. Grantees and subrecipients are required to collect and report on all OMB-approved PREP performance measures surveys.

9. Technical Assistance Needs

The Family and Youth Services Bureau (FYSB) is committed to supporting the successful implementation of your project. FYSB provides support through technical assistance (TA) and/or training to ensure the effective planning and implementation of your project.

Potential technical assistance needs during project implementation may include, but are not limited to:

- Implementation of evidence-based programs
 - *Example: Adapting and monitoring fidelity of an evidence-based program so it is culturally appropriate, but still maintains the core components of the intervention.*
- Applying general APP topics to your project
 - *Example: Reframing the issue of APP to increase community buy-in and support.*
- Incorporating the youth perspective/involving youth as leaders in your project
 - *Example: Strategies to improve marketing of the program to parents and youth to increase youth participation.*
- Incorporating abstinence and contraception into your project
 - *Example: Strategies for incorporating information about contraception into abstinence- based intervention.*
- Incorporating Adulthood Preparation Subjects (APS) into your project
 - *Example: Assistance with incorporating APS with cultural appropriateness into an APP program.*
- Incorporating sexually transmitted infection (STI), including HIV/AIDS, prevention education into your project.
 - *Example: Strategies for integrating STI and HIV education into an APP*

- program.*
- Local evaluation activities (implementation and tracking of activities)
 - *Example: Assistance with using data collection tools to accurately capture data that reflects the anticipated program outcomes and impacts.*

10. Grant Solutions System

Grant Solutions (<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;
- 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; and
- Eventually, Grant Solutions will become widely used by the Federal government, resulting in a more uniform way of processing grants for both grantors and grantees.

All grantees will be able to access information, submit the non-competing continuation applications, and 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.

11. General Prior Approval Requirements

In accordance with 45 CFR 74.25, 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.
 - 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](https://www.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>.

12. Budget Revision Requests

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 must be submitted 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:

- a) Cover Letter, on agency letterhead, dated and signed by the Authorizing Official.
 - The Federal grant award number should be included in the cover letter.
 - 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.
- b) SF-424A – Complete the form in its entirety.
- c) Line Item Budget
 - The Line Item Budget should be in a spreadsheet or table format.
 - Both the federal and non-federal budget items should be clearly marked and differentiated.
 - 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. Include a column for your original budget totals and corresponding revised totals. Be specific and comprehensive.

d) 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.

13. 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 the next two succeeding budget periods. **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 appropriate 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. Given that carryover funds are to be used to complete unmet objectives, carryover funds should be requested from the same line-item categories in which they were budgeted. Funds that are carried over must be expended within that budget year; they cannot be carried over twice. Carryover requests should be submitted via Grant Solutions as an amendment.

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

- Cover Letter, on agency letterhead, dated and signed by the Authorized 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 and/or approved activities were unfinished in the prior year.
- SF-424A – Complete the form in its entirety, giving special attention to the following:
 - Include only the amount of the carryover request
 - Section A - columns a, b, e, f, and g
 - Section B - columns 1 (federal), 2 (non-federal), and 5 (total)
- 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 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.

- 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 why the activities were not completed in the previous year and how the budget items directly relate to the overall completion and success of the project.
- Copy of the most recent annual Standard Form 425 Federal Financial Report

14. Non-Competing Continuation Requests

The Non-Competing Continuation (NCC) application is required to obligate grant funds for each new budget period of the project and to ensure that proposed programmatic activities are consistent with the scope of the original 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 is to 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 is provided to grantees in a separate NCC Guidance document.

15. No-Cost Extension Requests

The 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 FPO. 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.
- Requests must be submitted **no less than 45 days prior to the end of the Project Period.**
- No-Cost Extensions are not permitted to merely use unobligated balances.
- Requests are one-time extensions of the expiration date by up to 12 months.
- You must provide a “letter of justification” providing us with the time needed for the No-Cost Extension signed by the Authorized Representative (person who signed SF-424)
- May not permit any budget changes 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.

16. Performance Progress Report

Grantees will report semi-annual progress through [Performance Progress Reports](#) (PPRs). The reports must be submitted by **April 30th** and **October 30th** of each funding year. The reports must not be cumulative, i.e., the reports should cover one budget period only. **The PPR should be completed and submitted electronically through GrantSolutions.** GrantSolutions supports the electronic submission of Performance Progress Reports (PPRs). This functionality provides comprehensive management of PPRs for Grantors and Grant Recipients. Federal Program staff schedule report cycles and determine due dates. Grant recipients are able to view, manage, and electronically submit PPRs in GrantSolutions per the instructions provided in the Grant Recipient Process Performance Progress Report instructions. Failure to make timely submissions of these reports could affect future funding.

The following is required in the Performance Progress Report:

- Performance Progress Report Program Indicators
 - Major activities and accomplishments during this period
 - Problems/Challenges
 - Significant findings, and events
 - Dissemination activities
 - Other activities
 - Activities planned for next reporting period

A final PPR is due 120 days after the end date of the project period (January 28, 2027) and must be cumulative covering all years of the project period.

Note: A link to the PPR Template form can be found in the resources section of this document.

17. Federal Financial Reports

The grantee must submit semi-annual Financial Status Reports. The financial information is reported on the SF-425. The SF-425 replaces the SF-269 form. Grantees should not complete items 10.a and 10.c on the form. Reports must be submitted by April 30th and October 30th 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 Report 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	Annual FFR	December 30	The annual financial report confirms the final obligated amount for the budget period.
4	Final Financial Report	January 30	The final financial report confirms the final obligated amount for the final year.

Below is a chart that indicates the fiscal years, budget periods, and final obligation and liquidation dates for Tribal PREP funding:

	FY2021	FY 2022	FY2023	FY2024	FY2025
Budget Period	9/30/2021 to 9/29/2022	9/30/2022 to 9/29/2023	9/30/2023 to 9/29/2024	9/30/2024 to 9/29/2025	9/30/2025 to 9/29/2026
Obligate by	9/29/2022	9/29/2023	9/29/2024	9/29/2025	9/29/2026
Liquidate by	12/29/2022	12/29/2023	12/29/2024	12/29/2025	12/29/2026

18. 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 acknowledgement and disclaimers below. Please contact your 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- 2021-ACF-ACYF-AT-1922* 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- 2021-ACF-ACYF-AT-1922* 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- 2021-ACF-ACYF-AT-1922* 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- 2021-ACF-ACYF-AT-1922 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.

We Think Twice (WTT) Authorized Use Requirements

Grantees who would like to use the We Think Twice™ 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*™ 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.

HHS Reference

HHS Grants Policy Statement <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsqps107.pdf>

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

19. Tribal Personal Responsibility Education Year Four Program Milestones & Deliverables

This checklist is designed to serve as an optional tool to help TPREP grantees track their progress toward meeting the activities and requirements in Year 4 of the TPREP cooperative agreement. These items do not have to be completed in this order; however, grantees should plan to complete all items during Phase II.

	<i>Activity</i>	<i>Due Date (as applicable)</i>	<i>Person(s) Responsible</i>	<i>Completion Date</i>
Staff				
<input type="checkbox"/>	Fill any staff vacancies and notify your Federal Project Officer of all changes			
<input type="checkbox"/>	Review and update staff recruitment and retention plan			
<input type="checkbox"/>	Review and update a training plan			
<input type="checkbox"/>	Identify staff to work on the following specific areas: <ul style="list-style-type: none"> • Partnerships • Recruitment and Enrollment • Tracking and Follow-up • Dissemination 			
Needs Assessment & Curriculum				
<input type="checkbox"/>	Review and update/revise curriculum materials to meet cultural needs of tribes served*			
<input type="checkbox"/>	Implement fidelity monitoring plan*			
<input type="checkbox"/>	Review and update/revise all materials for supplemental activities (<i>i.e., events, parent workshops, etc.</i>) *			
<input type="checkbox"/>	Review implementation plan, submit any changes or updates to Federal Project Officer for approval			
*Work with curriculum developer as needed for approval of changes.				
Partnerships				
<input type="checkbox"/>	Attend key meetings with tribal leaders, conferences, and events to gain tribal and community buy-in for project			
<input type="checkbox"/>	Schedule annual meetings/presentations with key stakeholders for each partner (<i>i.e., school boards, tribal leadership, counselors, teachers</i>)			
<input type="checkbox"/>	Review and updates roles and responsibilities for each partner / sub- recipients, as applicable			

<input type="checkbox"/>	Review Memoranda of Understanding (MOU)s for necessary updates/ revisions, including data collection from all sub-recipients.			
Programmatic				
<input type="checkbox"/>	Ensure all program facilitators are fully trained on selected curriculum			
<input type="checkbox"/>	Conduct ongoing program CQI			
<input type="checkbox"/>	Develop and finalize sustainability plan			
Evaluation				
<input type="checkbox"/>	Review and update data collection protocols			
<input type="checkbox"/>	Collect evaluation data			
<input type="checkbox"/>	Resubmit any required Institutional Review Board (IRB) updates/ addendums for approval *			
<input type="checkbox"/>	Complete analysis plan with LES liaison support			
<input type="checkbox"/>	Complete OMB-approved evaluation templates to assist with keeping track of evaluation activities			
<input type="checkbox"/>	Conduct tracking and follow-up activities			
*Ensure you have received all necessary IRB approvals, including all tribes served				

20. Tribal Personal Responsibility Education Program (TPREP) Grantee Program and Reporting Requirements Timeline

Date	Report/Event	Project Period Covered (if applicable)	Submission Method (if applicable)
October 30, 2024	Semi-Annual Performance Progress Report (PPR)	4/1/2024 to 9/29/2024	Submit via GrantSolutions https://grantsolutions.gov
October 30, 2024	Semi-Annual Federal Financial Report (SF-425)	4/1/2024 to 9/29/2024	Submit via Payment Management System https://pms.psc.gov/
December 30, 2024	Annual Federal Financial Report (SF-425)	9/30/2023 to 9/29/2024	Submit via https://pms.psc.gov/

April 30, 2025	Semi-Annual Performance Progress Report (PPR)	9/30/2024 to 3/31/2025	Submit via GrantSolutions https://grantsolutions.gov
April 30, 2025	Semi-Annual Federal Financial Report (SF-425)	9/30/2024 to 3/31/2025	Submit via Payment Management System https://pms.psc.gov/

Spring 2025 *Exact Date TBD	Continuation Application for Year 5		Instructions forthcoming from Project Officer
Late Spring/Early Summer 2025 *Exact date TBD	Annual APP Grantee Conference		
October 30, 2025	Semi-Annual Performance Progress Report (PPR)	4/1/2025 to 9/29/2025	Submit via GrantSolutions https://grantsolutions.gov
October 30, 2025	Semi-Annual Federal Financial Report (SF-425)	4/1/2025 to 9/29/2025	Submit via Payment Management System https://pms.psc.gov/
December 29, 2025	Annual Federal Financial Report (SF-425)	9/30/2024 to 9/29/2025	Submit via https://pms.psc.gov/
January/February 2026	Performance Measures Reporting	7/1/2025 to 12/31/2025	Submit via https://www.app-pmms.com/
April 30, 2026	Semi-Annual Performance Progress Report (PPR)	9/30/2025 to 3/31/2026	Submit via GrantSolutions https://grantsolutions.gov
April 30, 2026	Semi-Annual Federal Financial Report (SF-425)	9/30/2025 to 3/31/2026	Submit via Payment Management System https://pms.psc.gov/
Late Spring/Early Summer 2026 *Exact date TBD	APP Grantee Conference		
July/August 2026	Performance Measures Reporting	7/1/2025 to 12/31/2026	Submit via https://www.app-pmms.com/
October 30, 2026	Semi-Annual Performance Progress Report (PPR)	4/1/2026 to 9/29/2026	Submit via GrantSolutions https://grantsolutions.gov
October 30, 2026	Semi-Annual Federal Financial Report (SF-425)	4/1/2026 to 9/29/2026	Submit via Payment Management System https://pms.psc.gov/
January 28, 2027	FINAL Performance Progress Report (PPR)	9/30/2021 to 9/29/2026	Submit via GrantSolutions https://grantsolutions.gov
January 28, 2027	FINAL Federal Financial Report (SF-425)	9/30/2021 to 9/29/2026	Submit via Payment Management System https://pms.psc.gov/

21. Resources

Adolescent Pregnancy Prevention Resources

- Administration for Children and Families (ACF): <http://www.acf.hhs.gov/>
- Center for Disease Control and Prevention: Reproductive Health: Teen Pregnancy <https://www.cdc.gov/teenpregnancy/index.htm>
- The Exchange: Advancing knowledge, collaboration, and partnerships to prep teens for the future: <http://teenpregnancy.acf.hhs.gov>
- FYSB Adolescent Pregnancy Prevention Program: <http://www.acf.hhs.gov/programs/fysb/programs/adolescent-pregnancy-prevention>
- FYSB Grantee Directory <http://www.acf.hhs.gov/programs/fysb/grants/fysb-grantees>
- PREP Performance Measures <https://prepeval.acf.hhs.gov/>
- PLESD Evaluation Support <https://www.preplesd.com/node>
- We Think Twice Campaign <https://www.wethinktwice.acf.hhs.gov/>

Grant Resources

- Code of Federal Regulations (CFR): <https://www.ecfr.gov/>
- Grant Solutions: <https://home.grantsolutions.gov>
- HHS Grants Policy Statement: <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf>
- Link to Forms: <https://www.grants.gov/>
- Link to Program Progress Report: https://www.acf.hhs.gov/sites/default/files/documents/ACF%20OGM%20PPR%20exp%20date%202026%20-%20fillable_2.pdf
- OMB Circulars: <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>
- Payment Management Services: <https://pms.psc.gov/>