



**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**

**General Departmental Funded
Sexual Risk Avoidance Education
(GD-SRAE)**

GRANT ADMINISTRATION GUIDANCE

October 2023

GD-SRAE Program GRANT ADMINISTRATION GUIDANCE

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GD-SRAE GRANT ADMINISTRATION GUIDANCE

1. Purpose and Program Overview

Statutory Authority: The Sexual Risk Avoidance Education (SRAE) Program is funded generally under the authority of section 510 of the Social Security Act, 42 U.S.C. § 710, and specifically by the appropriation for General Departmental Management for the Office of the Secretary under Division H, Title II of the Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328).

The purpose of the GD-SRAE Program is to fund projects to implement sexual risk avoidance education that teaches participants how to voluntarily refrain from non-marital sexual activity and to teach them the benefits associated with self-regulation, success sequencing for poverty prevention, healthy relationships, goal setting, and resisting sexual coercion, dating violence, and prevent of youth risk behaviors such as underage drinking or illicit drug use without normalizing teen sexual activity.

The goal of the GD-SRAE program is to educate youth on how to voluntarily refrain from non- marital sexual activity and to avoid related risky behaviors. The objectives of the SRAE program are to:

- Implement curricula that includes medically accurate information referenced in peer-reviewed publications by educational, scientific, governmental, or health organizations.
- Select sexual risk avoidance curricula and/or strategies with an evidence-based approach to integrate research findings with practical implementation that align with the needs and desired outcomes of the targeted audience of youth.
- Teach risk avoidance skills through methods that do not normalize teen sexual activity by applying strategies that are culturally appropriate, recognizing the experiences of youth from diverse communities, backgrounds, and experiences.
- Target services to 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/hhsqps107.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:

- Budget revisions are considered significant when the total amount to be reallocated exceeds 10% of the award amount; when reallocating direct costs to indirect cost and vice versa; when reallocating funds to new costs for new activities. The HHS awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal awards in which the Federal share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the HHS awarding agency. The HHS awarding agency cannot permit a transfer that would cause any Federal appropriation to be used for purposes other than those consistent with the appropriation.

- Change in scope of work or objectives of the project (even if the budget does not change)
- One-time extension of the period of performance by up to 12 months
- 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 or PI or Authorized Representative
- Foreign Travel
- Re-budgeting of Travel Funds and
- Carry forward unobligated balances to subsequent periods of performance

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

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 GrantSolutions. 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:
 - 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 75.308(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.
 - Include the signature of the Authorized Representative of the organization.
2. Include the Federal Grant Award number.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.

Carryovers cannot be approved in the final budget period of a grant. (See pg. 7 no-cost extension process if grantee's request is for funds not obligated at the end 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 GrantSolutions 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.

The cover letter should include:

- 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 a list of the approved activities that were unfinished in the prior year.

2. SF-424A – Complete the form in its entirety, giving special attention to the following:

- Only include 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, and 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 Standard Form 425 Federal Financial Report

6. Non-Competing Continuation Requests

The Non-Competing Continuation (NCC) application is required 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 GrantSolutions system when the NCC application is available for completion. The grantee must submit a NCC packet through GrantSolutions by the due date indicated. The packet must include the following documents:

1. SF-424 Application for Federal Assistance
 - a. Make sure grant award number is listed in the “Federal Identifier” block. The grant award number can be found in the upper right corner of the letter notifying the grantee about the NCC.
 - b. Make sure “Applicant Information” is current and accurate, including Unique Entity Identifier (UEI) number. Project contact should be the person responsible for the day-to-day operations and overall success of the project.
 - c. Check “continuation” in Block 2.
 - d. Indicate in Block 19 whether 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.
 - e. Block 18 must include the grantee’s federal and non-federal sources of funding.
 - f. Make sure that the representatives designated as Contact Person and Authorized Representative are not identical.
 - g. Make sure the entire form is completed, signed and dated by the designated Authorized Representative.
2. SF-424A Budget Information – Non-Construction Programs
 - a. 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.
 - b. 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).
3. SF-424B Assurances – Non-Construction Programs
4. Certification Regarding Lobbying signed by the Authorized Representative
5. SF-P/PSL - Project/Performance Site Location
6. Program Narrative
7. Line-item Budget and Budget Narrative

- a. 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, and Other, Indirect Costs) and identify all line items within each category. Be specific and comprehensive.
- b. 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 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.
- 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:

1. 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.
2. The number of additional months and the new end date requested for the extended project period.
3. 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.
4. 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;
- 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, GrantSolutions will become widely used by the Federal government, resulting in a more uniform way of processing grants for both grantors and grantees.

9. Performance Progress Report

Grantees will report semi-annual progress using the [Performance Progress Report](#) (PPR). The reports must be submitted by April 30th (reporting period of September 30 through March 31) and October 30th (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 should be uploaded as a Programmatic Report titled “PPR (reporting period end date)” i.e. PPR (09.29.23). 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 (e.g. January 30, 2024) and must be cumulative covering all years of the grant term.

10. Federal Financial Report

The grantee must submit semi-annual, annual, and final Federal Financial Reports (FFRs) throughout program period. The financial information is reported on the SF-425. Grantees should not complete items 10a and 10c on the form. **The SF-425 should be submitted via the Payment Management System (PMS).** A final SF-425 is due 120 days after the end date of the project period (e.g. January 30, 2024) and must be cumulative covering all years of the grant term.

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 2023 will be required to start collecting performance measures data after the 90-day start-up period on January 12024.

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. 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. Participant characteristics; and
4. Measures of participants' behavioral intentions and perceptions of the program and its intended effects

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

12. Research and Evaluation

Grant recipients had the option 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.

13. 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.

14. 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 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-SR-1927** or **HHS-2023-ACF-ACYF-SR-0035** 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-SR-1927** or **HHS-2023-ACF-ACYF-SR-0035** 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-SR-1927** or **HHS-2023-ACF-ACYF-SR-0035** 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.

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*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*[™] 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.

**GD-SRAE
Grantee /Program Reporting Requirements Timeline**

Due Date	Report/Event	Project Period Covered	Submission Method
FY2023			
October 30, 2023	Semi- Annual Performance Progress Report (PPR)	4/1/2023 to 9/29/2023	Submit via https://grantsolutions.gov
October 30, 2023	Semi-Annual Federal Financial Report (SF-425)	4/1/2023 to 9/29/2023	Submit via https://pms.psc.gov/
January 30, 2024	Annual Federal Financial Report (FY 2023) (SF-425)	9/30/2022 to 9/29/2023	Submit via https://pms.psc.gov/

FY2024			
<u>Winter</u> (January/February 2024)	<u>Performance Measures:</u> <ul style="list-style-type: none"> • Attendance, reach, and dosage • Participants Entry and Exit Surveys— participant characteristics, perception of program effects, and program experiences 	07/01/2023 – 12/31/2023	Submit via: www.sraepas.com
April 30, 2024	Semi-Annual Performance Progress Report	9/30/2023 to 3/31/2024	Submit via https://grantsolutions.gov
April 30, 2024	Semi-Annual Federal Financial Report (SF-425)	9/30/2023 to 3/31/2024	Submit via https://pms.psc.gov/
June 25-27, 2024 (Location: San Francisco)	Annual Conference		
<u>Summer</u> (July/August 2024)	<u>Performance Measures:</u> <ul style="list-style-type: none"> • Structure, cost, and support for 	10/01/2023 – 09/30/2024	Submit via: www.sraepas.com

	program implementation		
Summer (July/August 2024)	Performance Measures: <ul style="list-style-type: none"> Attendance, reach, and dosage Participants Entry and Exit Surveys—participant characteristics, perception of program effects, and program experiences 	01/01/2024 – 06/30/2024	Submit via: www.sraepas.com
October 30, 2024	Semi-Annual Performance Progress Report	4/1/2024 to 9/29/2024	Submit via https://grantsolutions.gov
October 30, 2024	Semi-Annual Financial Report (SF-425)	4/1/2024 to 9/29/2024	Submit via https://pms.psc.gov/
December 30, 2024	Annual Federal Financial Report (FY 2023) (SF-425)	9/30/2023 to 9/29/2024	Submit via https://pms.psc.gov/ Note: Required for grants with project end date beyond 9/29/2024
January 30, 2025	Final Performance Progress Report (PPR)	9/30/2021 to 9/29/2024	Submit via GrantSolutions in Report Portal Note: Only required for grants with project end date of 9/29/2024
January 30, 2025	Final Federal Financial Report (SF-425)	9/30/2021 to 9/29/2024	Submit via https://pms.psc.gov/ Note: Only required for grants with project end date of 9/29/2024
FY2025			
Winter (January/February 2025)	Performance Measures: <ul style="list-style-type: none"> Attendance, reach, and dosage Participants Entry and Exit Surveys—participant characteristics, 	July 1, 2024 – December 31, 2024	Submit via: www.sraepas.com

	perception of program effects, and program experiences		
April 30, 2025	Semi-Annual Performance Progress Report	9/30/2024 to 3/31/2025	Submit via https://grantsolutions.gov
April 30, 2025	Semi-Annual Federal Financial Report (SF-425)	9/30/2024 to 3/31/2025	Submit via https://pms.psc.gov/
Spring/Summer 2025	Annual Conference		
Summer (July/August 2025)	Performance Measures: <ul style="list-style-type: none"> Structure, cost, and support for program implementation 	October 1, 2024 – September 30, 2025	Submit via: www.sraepas.com
Summer (July/August 2025)	Performance Measures: <ul style="list-style-type: none"> Attendance, reach, and dosage Participants Entry and Exit Surveys— participant characteristics, perception of program effects, and program experiences 	January 1, 2025 – June 30, 2025	Submit via: www.sraepas.com
October 30, 2025	Semi-Annual Performance Progress Report	4/1/2025 to 9/29/2025	Submit via https://grantsolutions.gov
October 30, 2025	Semi-Annual Financial Report (SF-425)	4/1/2025 to 9/29/2025	Submit via https://pms.psc.gov/
December 30, 2025	Annual Federal Financial Report (SF-425)	9/30/2024 to 9/29/2025	Submit via https://pms.psc.gov/ Note: Only required for grants with project end date of 9/29/2026
FY2025			
Winter (January/February 2026)	Performance Measures: <ul style="list-style-type: none"> Attendance, reach, and dosage 	July 1, 2025 – December 31, 2025	Submit via: www.sraepas.com

	<ul style="list-style-type: none">• Participants Entry and Exit Surveys— participant characteristics, perception of program effects, and program experiences		
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14. Resources

Adolescent Pregnancy Prevention Resources

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

The Exchange

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

Center 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>

We Think Twice

<https://www.wethinktwice.acf.hhs.gov/>

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/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>

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/>