ADMINISTRATION FOR CHILDREN AND FAMILIES
FAMILY AND YOUTH SERVICES BUREAU

FYSB Family & Youth Services Bureau

Division of Optimal Adolescent Development
Adolescent Pregnancy Prevention Program

Competitive Personal Responsibility Education Program (Competitive PREP)

GRANT ADMINISTRATION GUIDANCE

September 2022

GRANT ADMINISTRATION GUIDANCE
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Family and Youth Services Bureau

Competitive Personal Responsibility Education Program
(Competitive PREP)

GRANT ADMINISTRATION GUIDANCE

1. Purpose and Program Overview

The Personal Responsibility Education Program (PREP) is authorized and funded by Section 513 of the Social Security Act (42 U.S.C. § 713), as amended by Section 50503 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123) extended by Division CC, Title III, Section 302 of the Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260).

The purpose of the Competitive Personal Responsibility Program (PREP) is to support programs that educate youth between 10 to 19 years of age and pregnant and parenting youth under age 21 on abstinence and contraception for the prevention of pregnancy and sexually transmitted infections (STIs), including human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS). Programs must replicate evidence-based effective program models or substantially incorporate elements of effective programs that have been proven on the basis of scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth. Programs are further required to incorporate at least three of six adulthood preparation subjects.

Key program requirements for Competitive PREP are that programs must:
- Emphasize both **abstinence and contraception** for the prevention of pregnancy and STIs, including HIV/AIDS
- Include at least **three of the six** following adulthood preparation subjects be addressed in 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
- Replicate **evidence-based effective programs** or substantially incorporate elements of effective programs that change behavior (delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth)
- Maintain **fidelity** to the program model, or consult with developers to obtain approval for adaptations

- Ensure that the program is **medically accurate and age and culturally appropriate**
- Provide **referrals** to healthcare and other services
  - Programs must provide referrals to healthcare and other services, as needs are identified, but cannot pay for the services with grant funds
- Include a **positive youth development approach** to program implementation
- Incorporate **trauma-informed care** in programming
- Collect and report the **OMB-approved PREP performance measures**

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 Data Universal Numbering System (DUNS) number, or after government-wide implementation, a Unique Entity Identifier 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.

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. 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 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 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:

- Budget revisions when the total amount to be reallocated exceeds 25% of the award amount; when reallocating direct costs to indirect cost and vice versa; when reallocating funds to new costs for new activities
  - *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. If the federal share of the awarded budget is below $250,000 AND the cumulative transfer between direct cost categories is below 25% of the total awarded budget prior approval is not required.*
- Change in scope of work or objectives of the project (even if the budget does not change)
- Change in the Project Director (PD), Principle 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
- Foreign Travel
- Transfer of Training Funds

These guidelines apply to both grantees and their subrecipients.

4. 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, 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.

5. 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, September 29th for which the grantee is requesting the revision**. 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.

   o The Federal grant award number should be included in the cover letter.
   o 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)).
   o 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.
   o 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
   o The Line Item Budget should be in a spreadsheet or table format.
   o 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. 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.

6. 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. Carryovers cannot be approved in the final budget period of a grant. (See 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 30 days after a budget period ends, September 29th, or any time after the submission of the final 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. Funds that are carried over must be expended within that budget year; they cannot be carried over twice. 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.
   - 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, name list 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:
   - 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:

- o 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.
  - o 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

7. 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
  - o 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.
  - o Make sure "Applicant Information" is current and accurate, including DUNS number. Project contact should be the person responsible for the day-to-day operations and overall success of the project.
  - o Check "continuation" in Block 2.
  - o 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.
  - o Block 18 must include grantee's federal and non-federal sources of funding.
  - o Make sure that the representatives designated as Contact Person and Authorized Representative are not identical.
  - o 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.

8. 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.
- Requests <u>must</u> be submitted **<u>no less than 45 days prior to the end of the Project Period</u>**.
- No-Cost Extensions <u>are not permitted t</u>o merely use unobligated balances.
- Requests are one-time extensions of the project period expiration date by up to 12 months.

- 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 <u>original award/purpose</u> 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. Cover Letter, on agency letterhead, dated and signed by the Authorizing Official (person who signed SF-424)
2. 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.
3. The number of additional months and the new end date requested for the extended project period.
4. 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.
5. Signature of the Authorized Representative of the organization.

9. Performance Progress Reports

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 has a new feature to support the submission of Performance Progress Reports (PPRs). This new 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.

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 90 days after the end date of the project period and must be cumulative covering all years of the grant term.

Note: PPR Template forms can be found on pages 15 through 19 of this document.

10. Federal Financial Reports

The grantee must submit semi-annual Federal Financial Reports. The financial information is reported on the SF-425. The SF-425 replaces the SF-269 form. Grantees should not complete items 10a and 10c on the form. **The SF-425 should be completed and submitted through the Payment Management System (PMS).** A final SF-425 is due 90 days after the end date of the project period and must be cumulative covering all years of the grant term.

11. Performance Measures

All grantees and subrecipients <u>are required</u> to collect and report on FYSB's federal performance measures. Grantees are expected to choose implementation partners and sites that allow for the collection of performance measures data, including entry and exit surveys.

FYSB uses 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 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 February 2022, FYSB released updated versions of the PREP entry and exit participant surveys. All PREP grantees are expected to use the updated versions of the surveys for data collection. Grantees and subrecipients are required to collect and report on all OMB-approved PREP performance measures surveys. If you are experiencing issues or concerns with data collection, please inform your Federal Project Officer.

All PREP performance measures resources, websites, and guidance can be found on the PREP Performance Measures website at www.prepeval.com. For questions about performance measures, the Performance Measures Portal (online reporting system) or the Performance Dashboard, contact PREPPerformanceMeasures@mathematica-mpr.com or 1-855-267-6270.

FY2022 Performance Measures Data Collection and Submission Schedule

Measures to be Collected	Data Collection Frequency	Data Collection Period	Data Submission Period
• Structure, Cost, and Support	Annual	October 1, 2021 – September 30, 2022	July/August 2022
• Attendance, Reach, and Dosage • Participants' characteristics, behaviors, program experiences, and perceptions of program effects (Entry and Exit Surveys)	Biannual	January 1 – June 30, 2022	July/August 2022

**New grantees funded in FY2022 are exempt from this reporting.

12. 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 Grant Number _____ 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 Grant Number _____ 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.

<u>Audiovisuals Acknowledgement and Disclaimer</u>

Full Funding

The production of this (insert audiovisual/public service announcement, website) was made possible by Grant Number _____ 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

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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 http://www.hhs.gov/web/policies/webpolicies/logo-policies.html

ACF PERFORMANCE PROGRESS REPORT
ACF-OGM-PPR Cover Page

Administration for Children Families
U.S. Department of Health and Human Services

	Page	of Pages

1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	3a. DUNS
		3b. EIN

4. Recipient Organization (Name and complete address including zip code)	5. Recipient Identifying Number or Account Number

6. Project/Grant Period		7. Reporting Period End Date	8. Final Report? ☐ Yes ☐ No
Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	*(Month, Day, Year)*	9. Report Frequency ☐ *annual* ☐ *semi-annual* ☐ *quarterly* ☐ *other* *(If other, describe: _____ _____)*

10. Performance Narrative (attach performance narrative as instructed by the awarding Federal Agency)

11. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

11a. Typed or Printed Name and Title of Authorized Certifying Official	11c. Telephone *(area code, number and extension)*
	11d. Email Address
11b. Signature of Authorized Certifying Official	11e. Date Report Submitted *(Month, Day, Year)*
	12. Agency use only

ACF PERFORMANCE PROGRESS REPORT
ACF-OGM-PPR
COVER PAGE INSTRUCTIONS

Administration for Children Families
U.S. Department of Health and Human Services

Item	Data Elements	Instructions
1.	**Awarding Federal Agency and Organizational Element to Which Report is Submitted**	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	**Federal Grant or Other Identifying Number Assigned by the awarding Federal agency**	Enter the grant/award number contained in the award document.
3a.	**DUNS Number**	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b.	**EIN**	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	**Recipient Organization**	Enter the name of recipient organization and address, including zip code.
5.	**Recipient Account Number or Account Number**	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	**Project/Grant Period**	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period.
7.	**Reporting Period End Date**	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30; 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
8.	**Final Report**	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9.	**Report or Frequency**	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10.	**Performance Narrative**	**Leave blank and complete Form ACF-OGM-PPR Attachment B**

ACF PERFORMANCE PROGRESS REPORT
Appendix B – Program Indicators
ACF-OGM-PPR

		Page		of Pages
1. Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency Number	3a. DUNS		4. Reporting Period End Date *(MM/DD/YYYY)*
		3b. EIN		

Program Indicators			
(1) Item	**(2) Activity Description**	**(3) Indicator**	**(4) Explanation**
B-01	**Major activities and accomplishments during this period**		
B-02	**Problems**		
B-03	**Significant findings and events**		
B-04	**Dissemination activities**		
B-05	**Other activities**		
B-06	**Activities planned for next reporting period**		

ACF PERFORMANCE PROGRESS REPORT
Appendix B – Program Indicators
ACF-OGM-PPR

INSTRUCTIONS

Schedule

Submit the original progress report to the Office of Grants Management, Division of Discretionary Grants, and a copy to the Program Office. Reports are due 30 days after the end of the second and fourth quarter of the budget period (every 6 months).

A <u>FINAL</u> PROGRAM REPORT IS DUE 90 DAYS AFTER THE PROJECT PERIOD END DATE.

Item	Data Elements	Instructions
1	**Awarding Federal agency and Organizational Element to Which Report is Submitted**	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	**Federal Grant or Other Identifying Number Assigned by the awarding Federal agency**	Enter the grant/award number contained in the award document.
3a	**DUNS Number**	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	**EIN**	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	**Reporting Period End Date**	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
Program Indicators		
B-01(4)	**Major activities and accomplishments during this period**	Recommend use of project task charts from approved grant application and/or project work plan with this section. Describe any draft/final products in this section. Use additional pages if needed.
B-02(4)	**Problems**	Describe any deviations or departures from the original project plan including actual/anticipated slippage in task completion dates, and special problems encountered or expected. Use this report section to advise Project Officer and Grants Management Specialist of assistance needs. Use additional pages if needed.
B-03(4)	**Significant findings and events**	(To be noted my project officer, or reported to regions, States, other agencies, Program Director/Commissioner, Assistant Secretary, Secretary, etc.) Use additional pages if needed.
B-04(4)	**Dissemination activities**	Briefly describe project related inquiries and information dissemination, activities carried out over the reporting period. Itemize and include a copy of any newspaper, newsletter, magazine articles or other published materials considered relevant to project activities, or used for project information or public relations purposes. Use additional pages if needed.

B-05(4)	**Other activities**	Briefly describe. Use additional pages if needed.
B-06(4)	**Activities planned for next reporting period**	Briefly describe. Use additional pages if needed.

Competitive Personal Responsibility Education Program (PREP)
Program/Reporting Requirements Timeline

Date	Report/Event	Project Period Covered	Submission Method
July/August 2022	Performance Measures Reporting	Structure, cost, and support: 10/1/2021 to 9/30/2022 Attendance, reach, and dosage and entry/exit surveys: 1/1/2022 to 6/30/2022	• Submit via https://www.app-pmms.com/
October 30, 2022	Semi-Annual Performance Progress Report (PPR)	4/1/2022 to 9/29/2022	• Submit via https://grantsolutions.gov
October 30, 2022	Semi-Annual Federal Financial Report (SF-425)	4/1/2022 to 9/29/2022	• Submit via https://pms.psc.gov/
December 30, 2022	Annual Federal Financial Report (SF-425)	9/30/2021to 9/29/2022	• Submit via https://pms.psc.gov/
January/February 2023	Performance Measures Reporting	7/1/2022 to 12/31/2022	• Submit via https://www.app-pmms.com/
April 30, 2023	Semi-Annual Performance Progress Report (PPR)	9/30/2022 to 3/31/2023	• Submit via https://grantsolutions.gov
April 30, 2023	Semi-Annual Federal Financial Report (SF-425)	9/30/2022 to 3/31/2023	• Submit via https://pms.psc.gov/
March/April 2023	Continuation Application for Year 3		• Submit via https://grantsolutions.gov
Late Spring/Early Summer 2023	Annual APP Grantee Conference		
July/August 2023	Performance Measures Reporting	Structure, cost, and support: 10/1/2022 to 9/30/2023 Attendance, reach, and dosage and entry/exit surveys: 1/1/2023 to 6/30/2023	• Submit via https://www.app-pmms.com/

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/
December 30, 2023	Annual Federal Financial Report (SF-425)	9/30/2022 to 9/29/2023	• Submit via https://pms.psc.gov/
January/February 2024	Performance Measures Reporting	7/1/2023 to 12/31/2023	• Submit via https://www.app-pmms.com/
April 30, 2024	Semi-Annual Performance Progress Report (PPR)	9/30/2023 to 3/31/2024	• Submit via https://grantsolutions.gov
April 30, 2024	Semi-Annual Federal Financial Report (SF-425)	9/30/2017 to 3/31/2018	• Submit via https://pms.psc.gov/
Late Spring/Early Summer 2024	Annual APP Grantee Conference		
July/August 2024	Performance Measures Reporting	7/1/2023 to 12/31/2023	Submit via https://www.app-pmms.com/
December 30, 2024	FINAL Performance Progress Report (PPR)	9/30/2023 to 9/29/2024	• Submit via https://grantsolutions.gov
December 30, 2024	FINAL Federal Financial Report (SF-425)	9/30/2023to 9/29/2024	• Submit via https://pms.psc.gov/

15. Resources

Adolescent Pregnancy Prevention Resources

Adolescent Pregnancy Prevention Exchange
http://teenpregnancy.acf.hhs.gov/

Center for Disease Control and Prevention
www.cdc.gov/TeenPregnancy/PreventTeenPreg.htm

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

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

Office of Population Affairs
https://opa.hhs.gov/

PREP Performance Measures
https://www.prepeval.com/

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

Grant Resources

Code of Federal Regulations: https://www.ecfr.gov/

Grant Solutions: https://home.grantsolutions.gov

Link to Federal Forms: https://www.grants.gov/

OMB Circulars: https://www.whitehouse.gov/omb/information-for-agencies/circulars/

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