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

FYSB Family & Youth Services Bureau

Adolescent Pregnancy Prevention Program

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

GRANT ADMINISTRATION GUIDANCE

October 2022

GD-SRAE Program
GRANT ADMINISTRATION GUIDANCE

Table of Contents

Administration on Children, Youth and Families
Family and Youth Services Bureau

GD-SRAE
GRANT ADMINISTRATION GUIDANCE

1. Purpose and Program Overview

The GD-SRAE Program is funded generally under the authority of section 1110 of the Social Security Act, 42 U.S.C. § 1310, 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, 2022 (Pub. L. No. 117-103).

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.
- Target youth populations that are at risk for non-marital sexual activity and other risk behaviors.

2. 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 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), 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
- Re-budgeting of Travel Funds and
- Carry forward unobligated balances to subsequent periods of performance

These guidelines apply to both grantees and their subrecipients.

3. 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:
   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 CFR75.308(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.
   o 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
    o   The Budget should be in a spreadsheet or table format.
    o   Both the federal and non-federal budget items should be clearly marked.
    o   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
    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.
    o   Address only line items impacted by the shift in funds.

4. 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 30 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:**
    o   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.
    o   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:
    o   Only include the carryover request
    o   Section A - columns a, b, e, f, and g

o   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, and 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

5. 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 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 DUNS 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 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.
    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.

6. 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.
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.

7. 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.

8. 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 (09.29.22). 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 challenges related to the areas addressed activities and accomplishments
  - Significant observations, findings, and events
  - Organizational issues
  - Training and Technical Assistance Needs
  - Activities planned for next reporting period

In addition to the submission of semi-annual PPRs, a final PPR is due 90 days after the end date of the project period (e.g. December 30, 2023) and must be cumulative covering all years of the grant term.

9. 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 90 days after the end date of the project period (e.g. December 30, 2023) and must be cumulative covering all years of the grant term.

10. Performance Measures

All grantees and subrecipients <u>are required</u> to collect and report on FYSB's federal performance measures. Grantees funded in Fiscal Year 2021 will be required to start collecting performance measures data after the 90 day start-up period on January 1, 2021.

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.

11. 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-2020-ACF-ACYF-SR-1849** 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-2020-ACF-ACYF-SR-1849** 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-2020-ACF-ACYF-SR-1849** 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-2020-ACF-ACYF-SR-1849** 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.

PERFORMANCE PROGRESS REPORT
COVER PAGE

SEXUAL RISK AVOIDANCE EDUCATION GRANT PROGRAM (GD-SRAE)

Page	of Pages

1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant Number	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

11. Other Attachments *(attach other documents as needed or as instructed by the awarding Federal Agency)*

12. 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.

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

PERFORMANCE PROGRESS REPORT

COVER PAGE

GD-SRAE INSTRUCTIONS

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 and 9/29;. 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 SRAE Program Indicators**
11.	**Other Attachments**	Attach other documents as needed or as instructed by the awarding Federal agency. (See Attached Sample Program Indicators Chart on pages 7 and 8)

PERFORMANCE PROGRESS REPORT
PROGRAM INDICATORS
SEXUAL RISK AVOIDANCE EDUCATION GRANT PROGRAM (SRAE)

			Page	of Pages
1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant 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	**Describe any challenges related to the areas addressed in item B-01**		
B-03	**Significant Observations**		
B-04	**Organizational Issues**		
B-05	**Technical assistance and Training**		
B-06	**Activities planned for next reporting period**		

PERFORMANCE PROGRESS REPORT
PROGRAM INDICATORS
SEXUAL RISK AVOIDANCE EDUCATION GRANT PROGRAM (GD-SRAE)
INSTRUCTIONS

Schedule

Submit the progress report through the GrantSolutions system. Reports are due 30 days after the end of the second and fourth quarter of the budget period (every 6 months). For the Program Indicators section of the report, below are examples of information to be included in the semi-annual report.

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; 9/29 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 attachment of updated project task charts from approved grant application, project work plan and/or Sample Program Indicators Chart (Attachments 1 and 2, pp 7 -8) with this section. Describe any draft/final products related to the project. Include the following: a. Subrecipients: Provide a description of the each subrecipients' activities and accomplishments. b. Participants: Provide a description of activities related to recruitment, retention and follow-up with program participants. c. Fidelity and Adaptations: Describe activities related to monitoring fidelity and provide a discussion of any adaptations to the curriculum/a being implemented. d. Evaluation and Data Collection: Discuss any evaluation and data collection activities. e. Collaboration/Partners: Describe any new or established partnerships or collaborative efforts. f. Training: Describe any training activities for SRAE staff and subrecipients' staff. g. Medical Accuracy and Age Appropriateness: Describe any applicable activities that ensure all curriculum and session materials are medically accurate and age appropriateness

		h. Service Linkages: Discuss service referrals and linkages made during the reporting period. i. Other Major Activities or Accomplishments Submit any relevant forms/documents (i.e., fidelity monitoring, evaluation survey, MOUs) to your Project.
B-02(4)	**Challenges**	Describe any deviations or departures from the original project plan including actual/anticipated delays in task completion dates, and unique problems encountered or expected. Use this report section to advise Project Officer and Grants Management Specialist of resolution or actions taken to resolve the challenges presented during the reporting period. Report on challenges related to the following (if applicable): a. Grantee/Subrecipients b. Participants (i.e., recruitment and retention) c. Fidelity and Adaptations d. Evaluation and Data Collection e. Collaboration/Partners f. Training g. Medical Accuracy and Age Appropriateness h. Service Linkages i. Other
B-03(4)	**Significant observations**	List the type and number of services accessed by target population, the number of youth serviced in each community and other relevant project data. Include demographic information about youth (and parent/guardian) served including race/ethnicity, gender, and age. Also identify if youth served are those most vulnerable for pregnancies (youth in or aging out of foster care, homeless/runaway youth, youth with HIV/AIDS, and pregnant/parenting youth). Describe any significant discrepancies between the number of youth targeted in your work plan to the actual number of youth served. Please list or chart information by subrecipient, if applicable.
B-04(4)	**Organizational Issues**	Briefly describe any organizational (i.e. staffing and personnel, policy and procedures) and planning team issues that affected the management of the grant during the reporting period. Include a description/update of the staffing pattern for the SRAE program.
B-05(4)	**Technical Assistance and Training**	Describe any issues, functions, or processes that your organization needs addressed through technical assistance, training, national conferences or on-site visits.
B-06(4)	**Activities planned for next reporting period**	Briefly describe.

GD-SRAE
Grantee / Program Reporting Requirements Timeline

Due Date	Report/Event	Project Period Covered	Submission Method
FY2022			
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 (FY 2022) (SF-425)	9/30/2021 to 9/29/2022	Submit via https://pms.psc.gov/

Due Date	Report/Event	Project Period Covered	Submission Method
FY2023			
Winter (January/February 2023)	**Performance Measures:** • Attendance, reach, and dosage • Participants Entry and Exit Surveys—participant characteristics, perception of program effects, and program experiences	July 1, 2022 – December 31, 2022	Submit via: www.sraepas.com
April 30, 2023	Semi-Annual Performance Progress Report	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/
May 23-25, 2023 (Atlanta, GA)	Annual Conference		
Summer (July/August 2023)	**Performance Measures:** • Structure, cost, and support for program	October 1, 2022 – September 30, 2023	Submit via: www.sraepas.com

	implementation		
Summer (July/August 2023)	**Performance Measures:** • Attendance, reach, and dosage • Participants Entry and Exit Surveys—participant characteristics, perception of program effects, and program experiences	January 1, 2023 – June 30, 2023	Submit via: www.sraepas.com
October 30, 2023	Semi-Annual Performance Progress Report	4/1/2023 to 9/29/2023	Submit via https://grantsolutions.gov
October 30, 2023	Semi-Annual Financial Report (SF-425)	4/1/2023 to 9/29/2023	Submit via https://pms.psc.gov/
December 30, 2023	Annual Federal Financial Report (FY 2023) (SF-425)	9/30/2022 to 9/29/2023	Submit via https://pms.psc.gov/ ***Note: Required for grants with project end date beyond 9/29/2023***
December 30, 2023	Final Performance Progress Report (PPR)	9/30/2020 to 9/29/2023	Submit via GrantSolutions in Report Portal ***Note: Only required for grants with project end date of 9/29/2023***
December 30, 2023	Final Federal Financial Report (SF-425)	9/30/2020 to 9/29/2023	Submit via https://pms.psc.gov/ ***Note: Only required for grants with project end date of 9/29/2023***
FY2024			
Winter (January/February 2024)	**Performance Measures:** • Attendance, reach, and dosage • Participants Entry and Exit Surveys—participant characteristics, perception of program	July 1, 2023 – December 31, 2023	Submit via: www.sraepas.com

	effects, and program experiences		
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/
Spring/Summer 2024	Annual Conference		
Summer (July/August 2024)	**Performance Measures:** • Structure, cost, and support for program implementation	October 1, 2023 – September 30, 2024	Submit via: www.sraepas.com
Summer (July/August 2024)	**Performance Measures:** • Attendance, reach, and dosage • Participants Entry and Exit Surveys—participant characteristics, perception of program effects, and program experiences	January 1, 2024 – June 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	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*
December 30, 2024	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:** • Attendance, reach, and dosage • Participants Entry and Exit Surveys—participant characteristics, perception of program effects, and program experiences	July 1, 2024 – December 31, 2024	Submit via: www.sraepas.com

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
www.cdc.gov/TeenPregnancy/PreventTeenPreg.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 http://www.hhs.gov/web/policies/webpolicies/logo-policies.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/