ADMINISTRATION FOR CHILDREN AND FAMILIES
FAMILY AND YOUTH SERVICES BUREAU

Division of Optimal Adolescent Development
Adolescent Pregnancy Prevention Program

Personal Responsibility Education Program
Innovative Strategies (PREIS)

GRANT ADMINISTRATION GUIDANCE

October 2022

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Table of Contents

Contents

Administration for Children and Families
Family and Youth Services Bureau

Personal Responsibility Education Program Innovative Strategies (PREIS)
GRANT ADMINISTRATION GUIDANCE

1. PURPOSE AND PROGRAM OVERVIEW

Statutory Authority

PREIS 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).

Purpose

The purpose of the Personal Responsibility Education Program Innovative Strategies (PREIS) program is to pilot, implement, and test innovative adolescent pregnancy prevention strategies for the PREIS program. This program targets services to high-risk, vulnerable, and culturally underrepresented youth populations. This includes, but is not limited to, youth in foster care, runaway and homeless youth, youth with HIV/AIDS, victims of human trafficking, pregnant and parenting youth who are under 21 years of age and their partners, rural youth, and youth residing in high teen birth rate areas. Projects are required to: a) educate adolescents on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections (STIs), including HIV/AIDS, and b) implement at least three of the following six adulthood preparation subjects (APS): 1) healthy relationships, 2) adolescent development, 3) financial literacy, 4) parent-child communication, 5) educational and career success, and 6) healthy life skills. PREIS grantees implement rigorous, impact evaluations conducted by independent, third-party evaluators using acceptable research designs, which include randomized controlled trials and strong quasi-experimental designs.

Goals and Objectives

The goals of the PREIS program are to implement innovative, youth pregnancy prevention strategies and target services to high risk, vulnerable, and culturally under-represented youth populations, including youth in foster care, homeless youth, youth with HIV/AIDS, victims of human trafficking, pregnant women who are under 21 years of age and their partners, mothers who are under 21 years of age and their partners, and youth residing in areas with high birth rates for youth.

The overall objectives of the PREIS program are as follows:

1. Implement interventions with target youth populations that are at the highest risk of adolescent pregnancy to prevent pregnancy and STIs, including HIV/AIDS;

2. Rigorously evaluate the interventions using either a quasi-experimental design or a randomized controlled trial;
3. Manualize and package the intervention; and
4. Disseminate lessons learned, best practices, and relevant findings.

Key Program Requirements

Under the PREIS program, all programs must meet key program requirements, which include:

- Implement **innovative strategies** that have not been rigorously evaluated previously
- Place substantial emphasis on 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 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
- Ensure the program is **medically accurate, age appropriate and culturally appropriate**
- Incorporate **trauma-informed care** in programming
- Provide **referrals** to healthcare and other services, as needs are identified

Please see the PREIS Notice of Funding Opportunity Announcement (NOFO) for further information on the details of these requirements.

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/grants/grants/grants-policies-regulations/index.html#HHS%20Grants%20Policy and the Code of Federal Regulations at https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75/subpart-D

FYSB also has expectations for grantees (prime recipients) related to sharing of information with subrecipients and contractors.
- Grantees are expected to share all information related to the program requirements of the grant with subrecipients and contractors. This includes, but is not limited to, the Notice of Funding Opportunity (NOFO) and the legislation.
- Grantees are expected to share all training and technical assistance resources with subrecipients and contractors. Grantees should share invitations and linkages to training and technical assistance events, websites, and resources with subrecipients and contractors.
- Grantees are required to notify their Federal Project Officer of any changes in subrecipient organization and any solicitations for new subrecipient awards. Grantees should include critical program requirements in the solicitation announcements.

3. PREIS PROJECT TIMELINE

PREIS projects will be implemented in three phases. In order to transition into the next phase, PREIS grantees must successfully complete all activities within the previous phase. The Appendix includes a Phase I checklist to assist grantees with planning. All required activities for each phase are as follows:

Phase I (12 to 18 months)

- Refine and/or revise intervention and training materials to ensure they are medically accurate, age appropriate, culturally appropriate, and trauma informed

- Fill all staff vacancies and train staff to deliver the intervention
- Finalize Memoranda of Understanding (MOUs), contracts, and agreements with partners, subrecipients, and implementation sites
- Develop and conduct cognitive testing with youth from the target population on the data collection instruments
- Include FYSB performance measures participant surveys in the final data collection instrument
- Obtain IRB approval for the pilot study
- Develop and receive approval for evaluation abstract, implementation plan, and impact evaluation plan
- Obtain consent and assent forms from parents and participants for the pilot study
- Conduct a pilot test of the full intervention and implementation processes
- Incorporate changes to the intervention and implementation processes based on the pilot study

Phase II (Years 2-4)

- Obtain IRB approval for the rigorous evaluation study
- Obtain consent and assent forms from parents and participants for the rigorous evaluation study
- Implement the intervention and activities for the control/comparison group (if applicable)
- Conduct fidelity monitoring and supervision activities

Phase III (Year 5)
- Continue implementation of the intervention with youth outside of the study (as applicable)
- Complete a lessons learned template
- Develop and finalize the analysis plan that supports the analysis of primary and secondary research questions
- Analyze all outcome data
- Submit and finalize an impact evaluation report to ACF
- Manualize and package all intervention materials
- Implement sustainability activities
- Submit at least one manuscript to a peer-reviewed journal to contribute to research
- Disseminate study findings

4. PERFORMANCE MEASURES

All grantees and subrecipients are required to collect and submit 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 participant entry and exit surveys. Grantees will be required to report on data compliance for all

sites when data collection begins, when performance measures surveys are updated, and when new sites are added to the project. Federal Project Officers (FPO) will provide additional details on data compliance.

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 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).

PREIS Specific Guidance
- In efforts to reduce burden for grantees who are required to conduct evaluations, PREIS and Tribal PREP grantees have a unique entry survey that contains demographic questions only. The PREIS/Tribal PREP middle school and high school entry surveys can be found at www.prepeval.com. PREIS and Tribal PREP grantees are expected to use the same version of the exit surveys as other PREP grantees. Exit survey data is vital for reporting on outcomes of the program.
- For PREIS grantees, performance measure surveys should be collected at entry and exit for all youth cohorts. Grantees who did not propose immediate, post-tests are still required to collect and submit participant exit survey data.
- Performance measures surveys are not required at short and long-term follow-up time points.
- PREIS grantees are not expected to report performance measures data for control or comparison groups. Performance measures should only be reported for youth in the treatment group who receive the full intervention that includes all of the activities related to the PREP legislative requirements.

All PREP performance measures resources, websites, and guidance can be found on the Performance Measures website at [www.prepeval.com.](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 at 1-855-267-6270.

5. EVALUATION

Grantees must rigorously evaluate funded project activities through a randomized controlled trial or a quasi-experimental evaluation design. The evaluation must assess processes and progress towards the goals and objectives of the project, and whether the project is having the expected outcomes and impacts. Grantees are required to:

- Propose both primary and secondary research questions
- Collect data at least 3 time points: baseline, short-term follow-up, and long-term follow-up
- Document the innovative strategy/approach that is being tested
- Use a third-party, independent evaluator
- Set aside at least 20 percent of their PREIS budget for evaluation purposes
- Collect the federally developed performance measures

Data Collection Time Points

PREIS programs will be expected to collect data for at least 3 time points: baseline, short-term follow-up (up to 6 months post intervention), and long-term follow-up (9 months or more post intervention). PREIS programs with pregnancy and birth rate outcomes are expected to have more extended short-term and long-term follow-up time points (e.g., 12 months, 18 months). Programs proposing a design outside of these guidelines must provide justification.

Implementation and Evaluation Reporting

All PREIS grantees will be required to complete a set of implementation and evaluation templates which are listed on the chart below.

During Phase II, PREIS grantees will be expected to work with their FPO and evaluation liaisons to develop a customized study tracking spreadsheet for your project that will include, but is not limited to study screening (if applicable), study enrollment, random assignment, attendance and dosage, progression through the intervention window (for app, text, and online interventions), and data collection at all follow-up time points. Grantees are expected to update and share this study tracking spreadsheet during regularly scheduled FPO and evaluation calls.

Final Data Collection Deadline

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

Name of Template	Brief Description	Anticipated Timeframe of Release	Anticipated Timeframe for Due Date
Evaluation Plan Template	The purpose of this template is to assist grantees in the development of their evaluation plan. The evaluation plan template includes six sections: (1) Introduction, (2) Impact Evaluation, (3) Process	Already Released	Two (2) months before moving to Phase II of

Name of Template	Brief Description	Anticipated Timeframe of Release	Anticipated Timeframe for Due Date
	Evaluation, (4) Other Evaluation Activities, (5) Approvals and Data Security, and (6) Evaluation Roles and Responsibilities.		your grant.
Abstract	The purpose of this template is to assist grantees in the development of a synopsis of their program, its implementation, and local evaluation.	Winter 2023	30 days after receipt
Analysis Plan Template	The purpose of this document is to guide grantees in developing an analysis plan that assesses the outcomes, and aligns with federal standards, for analysis of rigorous impact evaluation studies. This document will outline the approaches to be used to analyze program effectiveness.	Winter 2024	60 days after receipt
CONSORT Diagram	The purpose of this diagram is to assess (1) the sample build-up and compare it to the target sample sizes on which power calculations were based and (2) the likelihood that the final analytic sample for key follow-up time periods might have rates of overall or differential attrition.	Winter 2024 Fall 2024 Spring 2025	30 days after receipt
Baseline Equivalence Tables	The purpose of this document is to help assess the equivalence of the treatment and comparison samples.	Winter 2024 Fall 2024 Spring 2025	30 days after receipt
Lessons Learned & Best Practices Template	The purpose of this document is to capture the unique challenges of PREIS grantees and the strategies, solutions, and lessons learned used to resolve them.	TBD	TBD
Final Impact Evaluation Report Template	The purpose of this document is to provide guidance on structuring a final report that is comprehensive and aligned with federal standards for reporting on rigorous impact evaluations. Note: Grantees should plan for at least three (3) rounds of review before FYSB approves the final report.	Summer 2025	TBD

Final Data Collection Deadline

Grantees are strongly encouraged to complete all data collection **no later than March 2026**. This will allow grantees sufficient time to complete data analyses, manualization and packaging, and dissemination activities.
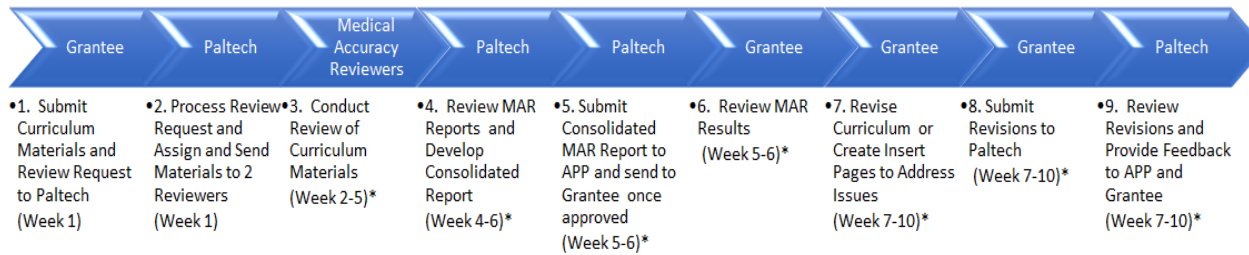
6. MEDICAL ACCURACY REVIEW

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

All program materials (treatment and control/comparison) must provide medically accurate and complete information for topics such as anatomy, puberty, contraceptives and STIs. Programs are expected to document the appropriate sources (e.g., CDC, NIH, peer-reviewed journals) in all program materials. Program materials are defined as educational materials or information that will be provided to facilitators and participants, including, but not limited to teacher manuals, student manuals, handouts, videos, DVDs, brochures, PowerPoints, text messages, and video game content. Grantees should be aware that edits may be requested to video content. Grantees with video and online content that is not yet produced may submit storyboards or scripts instead of the finished product.

Grantees should conduct an initial review of their program materials for medical accuracy prior to submitting to Gray Matters. If using materials that can be modified, issues found by grantees should be corrected prior to submission. After the initial review, grantees must submit all program materials for both the intervention and control/comparison groups to FYSB for a formal review. During the review process, grantees will be notified of any content that needs to be modified, updated, or corrected. Grantees are expected to comply with these recommendations.

Grantees should plan for the medical accuracy review process to take at 7-10 weeks after the initial submission. The medical accuracy review process timeline is as follows:

Grantee	Paltech	Medical Accuracy Reviewers	Paltech	Paltech	Grantee	Grantee	Grantee	Paltech
•1. Submit Curriculum Materials and Review Request to Paltech (Week 1)	•2. Process Review Request and Assign and Send Materials to 2 Reviewers (Week 1)	•3. Conduct Review of Curriculum Materials (Week 2-5)*	•4. Review MAR Reports and Develop Consolidated Report (Week 4-6)*	•5. Submit Consolidated MAR Report to APP and send to Grantee once approved (Week 5-6)*	•6. Review MAR Results (Week 5-6)*	•7. Revise Curriculum or Create Insert Pages to Address Issues (Week 7-10)*	•8. Submit Revisions to Paltech (Week 7-10)*	•9. Review Revisions and Provide Feedback to APP and Grantee (Week 7-10)*

PREIS Specific Guidance

For PREIS grantees, medical accuracy review is a Phase I grant requirement. Grantees are required to have medical accuracy approval and all final edits completed before the start of Phase II activities. PREIS grantees should submit materials to the medical accuracy review contractor any time before June 15, 2022. Please note the latest date PREIS grantees can submit materials is June 15, 2022. Control and comparison group materials should only be submitted if they contain health and/or medical content. Grantees may choose to submit before or after the pilot study depending on their Phase I timeline.

7. ONLINE, APP, TEXT MESSAGING INTERVENTION REQUIREMENTS

Grantees utilizing apps, text messaging or other technology as part of the intervention must define a specific end date for the technology supported activities. Intervention activities and push notifications must be disabled during the post-intervention data collection time period. Information and resources can remain available to program participants.

Grantees with app, text message, or online programs should work with their FPOs and their evaluation liaisons to measure and track attendance, dosage, and progression through the intervention window. Grantees should also leverage the pilot study to determine an appropriate intervention window so that it is clear and consistent for all participants.

8. GRANTSOLUTIONS SYSTEM

GrantSolutions (https://www.grantsolutions.gov) is an online grant management system that 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.

All grantees will be able to access information, submit the Non-Competing Continuation (NCC) application, submit reports and request all amendments (formerly called post award grant actions) through GrantSolutions. Visit the Training Module Website to view guides and online Training Modules: https://www.grantsolutions.gov/cf/display/GranteeUsers/Home and view the online Training Modules. The Grant Solutions Grant Recipient Support and Reference website can be located at https://home.grantsolutions.gov/home/grant-recipient-support-and-reference/

9. SUBMISSION EXPECTATIONS

Grantees may be asked to submit the following documents to their Federal Project Officers.

- Timelines
- Plans
- Curriculum and implementation materials
- Recruitment materials
- Study tracking spreadsheets
- Presentations related to the grant activities
- Drafts of articles

Grantees may be asked by their FPOs to submit documents to GrantSolutions that are critical to the budget and activities of the grant award, so they are noted in the official files associated with the grant in GrantSolutions. These documents include:

- Budget changes that <u>do not</u> require submission as an official grant amendment *(see section 10. General Prior Approval Requirements)*
- Changes in staff *(other than the PI/PD or Authorized Representative)*
- MOUs or letters of agreement
- Plans and activities that fulfill requirements in the PREIS NOFO (i.e., implementation plans, evaluation plans)

10. GENERAL PRIOR 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

- o when the total amount to be reallocated exceeds 10% of the award amount;
- o when reallocating direct costs to indirect cost and vice versa; or
- o when reallocating funds to new costs for new activities. New activities are defined as activities that are not included in the last approved budget.
- Changes in scope of work or objectives of the project *(even if the budget does not change).* Examples include changes to the target population, intervention, setting, or approach.
- Changes 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
- Foreign Travel
- Transfer of Training Funds to any budget category

These guidelines apply to both grantees and their subrecipients.

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

11. BUDGET REVISION REQUESTS

Grantees are required to report any revisions to the budget and program activities as outlined in the current approved budget for informational and record keeping purposes, even if the changes do not require prior approval. 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.

For those changes that do not require prior approval, grantees should report these changes in GrantSolutions as a grant note. The conditions under which a prior approval is needed for a budget revision are outlined above in Section *11. General Prior Approval Requirements.*

For those requests that require formal approval, the grantee must initiate 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. This formal budget revision must be submitted as an amendment via Grant Solutions. *Requests must be initiated not less than 30 days prior to the end of the budget period for which the grantee is requesting the revision.*

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

a) Cover Letter, on agency letterhead, dated and signed by the Authorizing Official.

- The Federal grant award number should be included in the cover letter.
- Clearly indicate that the funds will be used to complete activities that have already been approved in cases when the grantee is writing to inform ACF of a budget revision that does not require prior approval (45 CFR 75.308(f)).
- Clearly indicate the proposed activities in cases when the grantee is writing to request a budget revision that includes a change in scope of activities.
- Provide the amount of the request as indicated in a description of the line items affected by the revision.

b) SF-424A – Complete the form in its entirety.

c) Line-Item Budget
- The Line-Item Budget should be in a spreadsheet or table format.
- Both the federal and non-federal budget items should be clearly marked and differentiated.
- When making your budget, reflect the budget categories outlined in SF-424A (i.e., Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line items within each category. 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.
- 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.
- Address only line items impacted by the shift in funds.

12. 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. It is advisable for requests to be made 30 days after a budget period ends 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.
   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 and 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:
   o Including only 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, Other, and Indirect Costs) and identify all line items within each category. All costs in the line-term budget should be itemized. 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
   SF-425 https://www.grants.gov/forms/post-award-reporting-forms.html

13. NON-COMPETING CONTINUATION APPLICATION

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 Non-Competing Continuation application is due and the system is available for submissions. The grantee should submit a Non-Competing Continuation packet through GrantSolutions that includes the following documents:

- SF-424 Application for Federal Assistance
    - Make sure grant award number is listed in the "Federal Identifier" block. Grant award number can be found in the upper right corner of the letter notifying grantee about the NCC.
    - Make sure "Applicant Information" is current and accurate, including DUNS number. Project contact should be the person responsible for the day-to-day operations and overall success of the project.
    - Check "continuation" in Block 2.
    - Indicate in Block 19 whether or not grantee's continuation application was reviewed in accordance with the intergovernmental review process. Do not choose option #19c. since the intergovernmental process is applicable to this program.
    - Block 18 must include grantee's federal and non-federal sources of funding.
    - Make sure that the representatives designated as Contact Person and Authorized Representative are not identical.
    - Make sure the entire form is completed, signed by the designated Authorized Representative, and dated.
- SF-424A Budget Information – Non-Construction Programs
    - In Section A, column (e) – indicate federal costs in each applicable object class category. In column (f) indicate non-federal costs in each applicable object class category. In column (g) indicate the total.
    - In Section F, Line 22, state the type of indirect cost rate (e.g., provisional, fixed, etc.) and provide computation (i.e., base X rate = total indirect expense).
- SF-424B Assurances – Non-Construction Programs
- Certification Regarding Lobbying signed by the Authorized Representative
- SF-P/PSL Project/Performance Site Location
- Program Narrative
- Line-item Budget and Budget Narrative
    - The Line-Item Budget should be in a spreadsheet or table format. Both the federal and non-federal budget items should be clearly marked. When preparing your budget, reflect the budget categories outlined in SF-424A (i.e., Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, and 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 details on how to develop and submit the NCC application will be provided in a separate NCC guidance document that is typically send to grantees 45-60 days before the submission deadline.

14. NO-COST EXTENSION REQUESTS

A No-Cost Extension may be requested by grantees to complete prior approved project activities beyond the 5-year project period to provide continuity of project or program activities or to permit orderly phase-out of activities. 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 no less than 45 days prior to the end of the Project Period.***
- No-Cost Extensions <u>are not permitted </u>to merely use unobligated balances. They should be used to complete project activities.
- Requests are one-time extensions of the project period expiration date by up to 12 months.
- You must provide a "<u>letter of justification</u>" that outlines the time needed for the No-Cost Extension <u>signed by the Authorizing Official</u> (person who signed SF-424).
- May not permit any budget changes in a recipient's award that caused any FEDERAL APPROPRIATION to be used for purposes other than those consistent with the <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:
- 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 are not a part of the Year 5 budget may not be included in the no-cost extension request.*
- The number of additional months and the new end date requested for the extended project period.
- Description of the activities in the most recent continuation application that were not completed and explanation of why the project activities were not completed within the approved budget period.

- Timeline for the no cost extension period that reflects completion of all PREIS project activities, which includes but is not limited to, implementation, follow-up data collection, analysis, and reporting, publication, manualization and packaging, and dissemination.
- Description of contractor activities during the no cost extension period.
- Description of how the grantee will ensure adequate funds are available at the end of the Year 5 project period to carry out the no cost extension period.
- Description of the staffing plan for the no cost extension period which notes positions that have reduced FTR or have moved only.
- Signature of the Authorized Representative of the organization.

15. PERFORMANCE PROGRESS REPORTS (PPR)

Grantees will report semi-annual progress using the Performance Progress Report (PPR). 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 submitted and completed electronically through the GrantSolutions system**. Grant recipients are able to view, manage, and electronically submit PPRs in GrantSolutions per the instructions provided in the Grant Recipient Process Performance Progress Report instructions.

Failure to make timely submissions of these reports could affect future funding.

The following is required in the Performance Progress Report:

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

As part of grant close-out requirements, a final cumulative PPR is due 90 days after the end date of the five-year project period. This PPR must be cumulative covering all five years of the project period.

16. FEDERAL FINANCIAL REPORTS (FFR)

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. **The SF-425 should be submitted through the Payment Management System (PMS) system.** https://pms.psc.gov/

The SF-425 should be" titled SF425 (reporting period end date) e.g., SF425(9.29.2022). 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.

In addition, quarterly SF-425s are due with PMS. Both the cash transactions (Lines 10a, b and c) and the expenditures, obligations, and liquidations (Lines 10d through 10o) should be reported through the grantee online accounts with PMS.

PMS liaison accountants are assigned by the state or US territory and type of organization. To find your PMS liaison accountant, please go to https://pms.psc.gov/find-pms-liaison-accountant.html

17. PERFORMANCE PROGRESS REPORT COVER PAGE AND INSTRUCTIONS

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

<u>**Schedule**</u>
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.

18. Program Reporting/Requirements Timeline

Date	Report/Event	Project Period Covered	Submission Method
Two months before the end of Phase I	Implementation Plan		Submit as a grant note to GrantSolutions and email to FPO
Two months before the end of Phase I	Evaluation Plan		Submit as a grant note to Grant Solutions and email to FPO
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)	9/30/2021 to 9/29/2022	Submit via https://pms.psc.gov/
January/February 2023	Performance Measures Reporting	Attendance, reach, & dosage 7/1/2022 to 12/31/2022 Entry & Exit Surveys 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/
Spring 2023	Non-Competing Continuation (NCC) Application for Year 3		Submit via https://grantsolutions.gov
June 2023	Annual APP Grantee Conference		
July/August 2023	Performance Measures Reporting	Structure, cost, and support: 10/1/2022 to 9/30/2023 Attendance, reach, & dosage 1/1/2023 to 6/30/2023 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/

Date	Report/Event	Project Period Covered	Submission Method
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	Attendance, reach, & dosage 7/1/2023 to 12/31/2023 Entry & Exit Surveys 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)	9/30/2023 to 3/31/2024	Submit via https://pms.psc.gov/
Spring 2024	Non-Competing Continuation (NCC) Application for Year 4		Submit via https://grantsolutions.gov
June 2024	Annual APP Grantee Conference		
July/August 2024	Performance Measures Reporting	Structure, cost, and support: 10/1/2023 to 9/30/2024 Attendance, reach, & dosage 1/1/2024 to 6/30/2024 Entry & Exit Surveys 1/1/2024 to 6/30/2024	Submit via https://www.app-pmms.com/
October 30, 2024	Semi-Annual Performance Progress Report (PPR)	4/1/2024 to 9/29/2024	Submit via https://grantsolutions.gov
October 30, 2024	Semi-Annual Federal Financial Report (SF-425)	4/1/2024 to 9/29/2024	Submit via https://pms.psc.gov/
December 30, 2024	Annual Federal Financial Report (SF-425)	9/30/2023 to 9/29/2024	Submit via https://pms.psc.gov/
January/February 2025	Performance Measures Reporting	Attendance, reach, & dosage 7/1/2024 to 12/31/2024 Entry & Exit Surveys 7/1/2024 to 12/31/2024	Submit via https://www.app-pmms.com/
April 30, 2025	Semi-Annual Performance Progress Report (PPR)	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 2025	Non-Competing Continuation (NCC) Application for Year 5		Submit via https://grantsolutions.gov

Date	Report/Event	Project Period Covered	Submission Method
June 2025	Annual APP Grantee Conference		
July/August 2025	Performance Measures Reporting	Structure, cost, and support: 10/1/2024 to 9/30/2025 Attendance, reach, & dosage 1/1/2025 to 6/30/2025 Entry & Exit Surveys 1/1/2025 to 6/30/2025	Submit via https://www.app-pmms.com/
October 30, 2025	Semi-Annual Performance Progress Report (PPR)	4/1/2025 to 9/29/2025	Submit via https://grantsolutions.gov
October 30, 2025	Semi-Annual Federal 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/
January/February 2026	Performance Measures Reporting	Attendance, reach, & dosage 7/1/2025 to 12/31/2025 Entry & Exit Surveys 7/1/2025 to 12/31/2025	Submit via https://www.app-pmms.com/
April 30, 2026	Semi-Annual Performance Progress Report (PPR)	9/30/2025 to 3/31/2026	Submit via https://grantsolutions.gov
April 30, 2026	Semi-Annual Federal Financial Report (SF-425)	9/30/2025 to 3/31/2026	Submit via https://pms.psc.gov/
June 2026	Annual APP Grantee Conference		
July/August 2026	Performance Measures Reporting	Structure, cost, and support: 10/1/2025 to 9/30/2026 Attendance, reach, & dosage 1/1/2026 to 6/30/2026 Entry & Exit Surveys 1/1/2026 to 6/30/2026	Submit via https://www.app-pmms.com/
September 30, 2026	End of Project Period		
December 31, 2026	Final Cumulative Performance Progress Report (PPR)	10/1/2021-9/30/2026	Submit via https://grantsolutions.gov
December 31, 2026	Final Cumulative Federal Financial Report (SF-425)	10/1/2021-9/30/2026	Submit via https://pms.psc.gov/

19. 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.

Does 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 Federal Project Officer for more information on using the FYSB seal for non-grant projects.

Publications/Website Acknowledgement and Disclaimer

Full Funding

This (insert either publication or website) was made possible by 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.

Audiovisuals Acknowledgement and Disclaimer

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

The production of this (insert audiovisual/public service announcement, 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 recipient) and do not necessarily represent the official views of the Department of Health and Human Services, Administration for Children and Families.

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

HHS References

HHS Grants Policy Statement https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html#HHS%20Grants%20Policy

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

20. RESOURCES

Adolescent Pregnancy Prevention Resources

- Administration for Children and Families (ACF): http://www.acf.hhs.gov/

- Center for Disease Control and Prevention: Reproductive Health: Teen Pregnancy https://www.cdc.gov/teenpregnancy/index.htm

- The Exchange: Advancing knowledge, collaboration, and partnerships to prep teens for the future: http://teenpregnancy.acf.hhs.gov

- FYSB Adolescent Pregnancy Prevention Program: http://www.acf.hhs.gov/programs/fysb/programs/adolescent-pregnancy-prevention

- FYSB Grantee Directory http://www.acf.hhs.gov/programs/fysb/grants/fysb-grantees

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

- PSLED Evaluation Support https://www.preplesd.com/node

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

Grant Resources

- Code of Federal Regulations (CFR): https://www.ecfr.gov/

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

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

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

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

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

APPENDIX A

PREIS
Phase I Checklist

These checklists are designed to serve as an optional tool to help PREIS grantees track their progress toward meeting the activities and requirements in Phase I and Phase II of the PREIS cooperative agreement. These items do not have to be completed in this order; however, grantees should plan to complete all items.

	Activity	Person(s) Responsible	Completion Date
	Fill all staff vacancies		
	Develop staff recruitment and retention plan		
	Develop training plan		
	Identify staff to work on the following specific areas: • Partnerships • Participant Recruitment and Enrollment • Tracking and Follow-up		
	Update/revise curriculum materials for the intervention group*		
	Update/revise curriculum materials for the control/comparison group *(if applicable)*		
	Update/revise facilitator training materials for the intervention and control groups		
	Update/revise fidelity monitoring tools		
	Develop fidelity monitoring plan for the study		
	Update/revise all materials for supplemental activities *(i.e., apps, parent workshops, etc.)*		
	Submit all implementation materials to the medical accuracy review approval		On or Before June 15, 2022
	Make edits and modifications based on the medical accuracy review feedback		
	Submit the first draft of the implementation plan		2 months before the end of Phase I
	Complete and receive FPO approval for the implementation plan		
	Develop a partnership recruitment & retention plan		
	Develop partnership recruitment materials		

	Activity	Person(s) Responsible	Completion Date
	Identify and attend key meetings, conferences, and events for partnership recruitment		
	Identify and schedule meetings/presentations with key stakeholders for each partner *(i.e., school boards, leadership, counselors, teachers)*		
	Outline roles and responsibilities for each partner		
	Develop or update existing Memoranda of Understanding (MOU)s to include the impact study		
	Obtain MOUs for Year 1 study partners		
	Finalize instruments (for the pilot)		
	Obtain Institutional Review Board (IRB) approval (for the pilot study)		
	Coordinate logistics and arrangements with the implementation site		
	Implement the intervention		
	Conduct outreach for participant recruitment and enrollment		
	Conduct post-pilot qualitative focus groups/interviews (if applicable)		
	Incorporate changes to the intervention, implementation process, and/or instruments based on the pilot		
	Ensure the research questions align with the curricula content and theories of behavior change		
	Identify/refine the primary and secondary research evaluation questions and outcomes		
	Conduct cognitive pre-testing of the instruments		
	Develop and finalize survey instruments		
	Develop & finalize data collection protocols		
	Submit the first draft of the evaluation plan		2 months before the end of Phase I

PREIS

Phase II Checklist

	Activity	Person(s) Responsible	Completion Date
	Staffing		
	Fill any staff vacancies		
	Implement staff recruitment and retention plan		
	Review training plan annually		
	Review staff FTE/ levels of effort and update job descriptions as needed		
	Conduct facilitator training as needed		
	Implementation		
	Obtain consent and assent forms from parents and participants		
	Implement the intervention and control/ comparison activities		
	Complete monthly tracking template and submit to your PO before monthly call		
	Conduct fidelity monitoring and supervision activities		
	Conduct retention, tracking and follow-up activities		
	Conduct facilitator and site observations		
	Review incentive plan annually		
	Follow up with program participants re: unused gift cards		
	Review referral plan and update referral sources annually		
	Review Implementation Plan with Project Officer annually		
	Develop and finalize a sustainability approach		
	Partnership & Recruitment		
	Review and update partnership recruitment & retention plan		
	Review and update partnership recruitment materials		
	Schedule meetings/presentations with key stakeholders for each partner (*i.e., school boards, leadership, counselors, teachers*) to share lessons learned / project successes annually		

	Update existing Memoranda of Understanding (MOU)s annually		
	Identify additional implementation / partner sites as needed		
	Obtain MOUs for any new partners		
	Update primary site contact at each site as needed		
	Communicate with primary site contact regularly, regardless of implementation status. Send thank you cards.		
	Coordinate logistics and arrangements with the implementation site annually		
	Conduct outreach for participant recruitment and enrollment		
	Employ participant engagement and retention strategies to maximize attendance		
	Conduct retention, tracking, and follow-up activities		
Evaluation			
	Obtain final IRB approval for full study		
	Collect performance measures and evaluation data		
	Complete CONSORT diagrams and baseline equivalence tables, as required		
	Collect short- and long-term evaluation data		
	Continuously monitor attrition through all data collection points, noting the reasons and numbers of participants who were not retained		
	Participate in evaluation activities, including contracted technical assistance		
	Disseminate preliminary findings and lessons learned through presentations		
	Begin analysis plan (year 3-4)		