



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



**Division of Optimal Adolescent Development
Adolescent Pregnancy Prevention Program**

State Personal Responsibility Education Program

GRANT ADMINISTRATION GUIDANCE

December 2022

Adolescent Pregnancy Prevention Program

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State Personal Responsibility Education Program GRANT ADMINISTRATION GUIDANCE

1. Purpose and Program Overview

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

The purpose of the State Personal Responsibility Education Program (PREP) is to enable states to replicate evidence-based, effective program models. This includes substantially incorporating elements of effective programs that have been proven, on the basis of scientific research, to change behavior. Program elements must include delaying sexual activity, increasing condom or contraceptive use for sexually active youth, reducing the number of partners, or reducing pregnancy among youth. The statute requires state applications for the PREP funds to describe how it will use the allocations to achieve its goals for reducing the birth rates for adolescent populations that are the most high risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in foster care, homeless youth, youth with HIV/AIDS, victims of human trafficking, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, and youth residing in areas with high birth rates for youth.

Key requirements for PREP are that programs must:

- Implement education on both **abstinence and contraception** for the prevention of pregnancy and sexually transmitted infections, including HIV/AIDS;
- Include at least **three of the six** following adulthood preparation subjects in program implementation:
 - Healthy relationships
 - Adolescent development
 - Financial literacy
 - Parent-child communication
 - Educational and career success
 - Healthy life skills;
- Replicate **evidence-based effective programs** or **substantially incorporate elements** of effective programs that change behavior (delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth);
- Maintain **fidelity** to the program model, or consult with developers to obtain approval for adaptations
- Ensure the program is **medically accurate and age and culturally appropriate**
- Provide **referrals** to healthcare and other services
 - Programs must provide referrals to healthcare and other services, as needs are identified, but cannot pay for the services with grant funds

- Include a **positive youth development approach** to program implementation
- Incorporate **trauma-informed care** in programming
- Collect and report the **OMB-approved PREP performance measures**
- Target youth between the ages of 10 and 19 who are at high-risk for becoming pregnant or have special circumstances, including living in or aging out of foster care, being homeless, living with HIV/AIDS, victims of human trafficking, being pregnant or a mother under 21 years of age, or residing in an area with high teen birth rates. States may also target services to populations that have higher than the national rate of teen birth rates, to include African-American, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander, and Hispanic.

2. Prime Recipient and Subrecipient Requirements and Expectations

In accordance with the HHS Grants Policy Statement, the prime recipient is accountable for the following: 1) performance of the project, program, or activity; 2) appropriate expenditure of funds under the award by all parties; and 3) 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 the Code of Federal Regulations (CFR), 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. Additionally, all subrecipient(s) must obtain a Data Universal Numbering System (DUNS) number, or after government-wide implementation, a Unique Entity Identifier assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check the SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

For further information on subrecipient expectations and requirements, please review the HHS Grants Policy Statement at <https://www.hhs.gov/sites/default/files/grants/grants/policies-regulations/hhsgps107.pdf> and CFR 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 authorizing 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. 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
 - when the total amount to be reallocated exceeds 10% of the award amount;
 - when reallocating direct costs to indirect cost and vice versa; or
 - when reallocating funds to new costs for new activities. New activities are defined as activities that are not included in the latest 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 or major changes to the intervention or approach.
- Changes in the Project Director (PD), Principle Investigator (PI), or other key personnel specified in the grant application
- Absence for more than 3 months or 25% reduction in time devoted to the project by the PD or PI
- Foreign Travel
- Transfer of Training Funds to any budget category

Note: *These requirements apply to both grantees and their sub-recipients.*

4. Budget Revision Requests

The Code of Federal Regulations (CFR – Part 92) provides guidelines for grantees receiving mandatory funding who wish to make changes to their approved budgets:

(a) *General.* Grantees and sub-grantees are permitted to revise their budget within the approved direct cost budget to meet unanticipated requirements, and may make limited program changes to the approved project. However, unless waived by the awarding agency, certain types of post-award changes in budgets and projects shall require the prior written approval of the awarding agency.

(1) Approvals shall not be valid unless they are in writing, and signed by at least one of the following officials of the Department of Health and Human Services (HHS):

- (i) The responsible Grants Officer or his or her designee;
- (ii) The head of the HHS Operating or Staff Division that awarded the grant; or
- (iii) The head of the Regional Office of the HHS Operating or Staff Division that awarded the grant.

(b) *Relation to cost principles.* The applicable cost principles (see §92.22) contain requirements for prior approval of certain types of costs. Except where waived, those requirements apply to all grants and sub-grants even if paragraphs (c) through (f) of this section do not.

(c) *Budget changes (1) Non-construction projects.* Except as stated in other regulations or an award document, grantees or sub-grantees shall obtain the prior approval of the awarding agency whenever any of the following changes is anticipated under a non-construction award:

- (i) Any revision which would result in the need for additional funding.
- (ii) Unless waived by the awarding agency, cumulative transfers among direct cost categories, or, if applicable, among separately budgeted programs, projects, functions, or activities which exceed or are expected to exceed ten percent of the current total approved budget, whenever the awarding agency's share exceeds \$100,000.
- (iii) Transfer of funds allotted for training allowances (i.e., from direct payments to trainees to other expense categories).

To comply with these regulations, PREP grantees must seek prior approval for requested budget revisions from their Federal Project Officer and their OGM Grants Management Officer when:

- the total amount to be reallocated among direct line item budget categories exceeds 10% of the award amount;
- the grantee proposes to reallocate funds from direct to indirect costs or vice versa; and/or
- the grantee proposes to reallocate funds for costs (activities) that are not already in the approved budget, regardless of the amount.

To request such prior approval, the grantee should submit the following documents:

1. A Cover Letter on agency letterhead

- a. Indicate the rationale for the revision and how it impacts the scope of activities
- b. Signed by Authorized Representative

2. SF-424M Application for Federal Assistance

- a. The form can be found at this URL:
<https://www.grants.gov/web/grants/forms/sf-424-mandatory-family.html>
- b. This form should be submitted with any budget revision request. If there are no changes since the form was previously submitted, grantees may simply submit another copy of the same form.

3. Budget and Budget Narrative Documents

- a. **Budget** – This should be in a spreadsheet or table format. The budget should reflect the budget cost 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. Grantees should provide a specific itemization of the budget.
- b. **Budget Justification/Narrative** – The grantee should provide a justification supporting the need to allocate funds for items in the spreadsheet or table format of the itemized budget. The justification should provide a clear description of how the budget items directly relate to the completion of project activities. In the contractual category, indicate if the sub-award was awarded competitively or non-competitively. If the sub-award is a sole source/non-competitive award, provide a brief explanation of the rationale for the selection of the sub-recipient(s).

Use the following guidelines for preparing the budget and budget justification. It is suggested budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (non-contractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: A grantee that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the grantee is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Grantees awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the grantee is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

5. Performance Progress Reports

Grantees will report semi-annual progress using the Performance Progress Report (PPR) template provided in this guidance document. The reports are to be submitted on **April 30th** and **October 30th** of each year throughout the project period via the On-Line Data Collection (OLDC) website located at: <https://home.grantsolutions.gov/home/>

The Performance Progress Report must include the following:

- 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

The PPR is approved under the OMB control number 0970-0380 with an expiration of 12/31/2023.

6. Federal Financial Report

Grantees are to submit an annual Federal Financial Report no later than 90 days after the end of the budget year for each project period. The annual reports will cover the period of October 1st through September 30th. The financial information must be reported on the SF-425 and submitted electronically in OLDC.

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

	FY2021	FY20212	FY2023
Budget Period	10/01/2020 to 9/30/2023	10/01/2021 to 09/30/2024	10/01/2022 – 09/30/2025 (pending award by 12/2022)
Obligate by	9/30/2023	9/30/2024	9/30/2025
Liquidate by	12/30/2023	12/30/2024	12/30/2025

7. On-

Collection (OLDC) Access

OLDC is a reporting system that allows grantees to submit applications and semi-annual performance progress reports electronically for FYSB review and approval. If you need to request access to OLDC for yourself or additional staff, please use the OLDC Access Request Form that can be provided by your assigned Federal Project Officer. Once you submit the form, your Federal Project Officer will complete the request process. New User IDs and passwords are sent via two e-mails from the On-Line Data Collection System@acf.hhs.gov:

- First e-mail contains Username and Security Policy
- Second e-mail contains only the OLDC Password

Please make spam blocker adjustments that may prevent you from receiving your User ID and password. If e-mails to access the system are not received, please contact the GrantSolutions Support Center which is available to provide assistance Monday - Friday 7AM to 8PM ET. Access OLDC from [GrantSolutions](#).

- E-mail: help@grantsolutions.gov
- Phone: 1-866-577-0771

Grantees are required to submit information through OLDC semi-annually (every 6 months) by logging in at www.grantsolutions.gov

8. Project Calendar

State PREP Project Calendar Grantee Reporting Requirements Timeline

Due Date	Event/Activity	Project Period Covered (if applicable)	Submission Method (if applicable)
Dec 30, 2022	Financial Status Report (SF-425)** FY2020 Award (Final Report)	10/01/2021-09/30/2022 10/1/2019-9/30/2022	<ul style="list-style-type: none"> Submit via PMS
April 30, 2023	Semi-Annual Performance Progress Report (PPR)	10/01/2022-03/31/2023	<ul style="list-style-type: none"> Submit via OLDC
May 23-25, 2023	2023 Annual Conference – Location: Atlanta, GA		
Oct. 30, 2023	Semi-Annual Performance Progress Report (PPR)	04/01/2023-09/30/2023	<ul style="list-style-type: none"> Submit via OLDC
Dec 30, 2023	Financial Status Report (SF-425)** FY2021 Award (Final Report)	10/01/2022-09/30/2023 10/1/2020 – 9/30/2023	<ul style="list-style-type: none"> Submit via PMS
April 30, 2024	Semi-Annual Performance Progress Report (PPR)	10/1/2023-03/31/24	<ul style="list-style-type: none"> Submit via OLDC
Spring/Summer 2024	2024 Annual Conference – Location TBD		
Oct. 30, 2024	Semi-Annual Performance Progress Report (PPR)	04/01/2024-09/30/2024	<ul style="list-style-type: none"> Submit via OLDC
Dec 30, 2024	Financial Status Report (SF-425)** FY2022 Award (Final Report)	10/01/2023-09/30/2024 10/01/2021 – 9/30/2024	<ul style="list-style-type: none"> Submit via PMS
April 30, 2025	Semi-Annual Performance Report (PPR)	10/01/2024-03/31/2025	<ul style="list-style-type: none"> Submit via OLDC
Spring/Summer 2025	2025 Annual Conference – Location TBD		
Oct. 30, 2025	Semi-Annual Performance Progress Report (PPR)	04/01/2025-09/30/2025	<ul style="list-style-type: none"> Submit via OLDC
Dec 30, 2025	Financial Status Report (SF-425)**	10/01/2024-09/30/2025	<ul style="list-style-type: none"> Submit via PMS

	FY2023 Award (Final Report)	10/01/2022 – 9/30/2025	
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****Note:** *The due dates for the Financial Status Reports may change in future years and the noted change will be included in the Terms and Conditions document that annually accompanies the Notice of Grant Award.*

9. Performance Measures

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

FYSB 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)

In November 2021, FYSB released an updated version of the PREP entry and exit participant surveys. All PREP grantees were expected to start using the new version of the surveys for data collection starting February 1, 2022.

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

FY2023 Performance Measures Data Collection and Submission Schedule

Measures to be Collected	Data Collection Frequency	Data Collection Period	Data Submission Period
<i>For grantees funded before FY2023 only</i> <ul style="list-style-type: none"> Attendance, Reach, and Dosage Participants' characteristics, behaviors, program experiences, and perceptions of program effects (Entry and Exit Surveys) 	Biannual	July 1 – December 31, 2022	January/February 2023
<ul style="list-style-type: none"> Structure, Cost, and Support 	Annual	October 1, 2022 – September 30, 2023	July/August 2023
<ul style="list-style-type: none"> Attendance, Reach, and Dosage Participants' characteristics, behaviors, program experiences, and perceptions of program effects (Entry and Exit Surveys) 	Biannual	January 1 – June 30, 2023	July/August 2023

Performance measures waivers may only be requested for specific exceptions and are subject to review and approval by FYSB. Grantees and subrecipients will not receive approval for waivers that involve the following:

- Waiver requests for the entire entry and/or exit surveys
- Waiver requests for structure, cost support or attendance, reach, and dosage.

Grantees identifying the need for waiver requests should contact their Federal Project Officer for further instructions. Grantees will be required to gather and submit supporting documentation, which includes letters from bodies of authority and copies of written policies and/or regulations.

10. Branding Guidelines for FYSB-Supported Projects

FYSB must be acknowledged as a funding source in all disseminated materials and presentations resulting from this project. This document serves as guidance for grantees on how to reference FYSB support.

What is a FYSB-supported project?

A FYSB-supported project is a program, study, demonstration project, service or other initiative funded, either in full or in part, by FYSB. FYSB contributes to the work and products of the project, but does not own them. A FYSB-supported project meets the following criterion:

If FYSB were to halt funding to the implementing partner, the partner would seek to continue the same project with funding from a different source.

Can FYSB-supported projects use the HHS/ACF/FYSB logos?

Not always. According to HHS guidelines, the HHS, ACF, and FYSB logos cannot be used by the private sector, including grantees, vendors and contractors, unless the deliverable is for the express purpose of being an HHS publication for HHS distribution to the public.

How do FYSB-supported projects show their connection to FYSB?

Projects that fall into this category are encouraged to display the seal shown here to recognize the contribution FYSB makes toward their work.



Appropriate places to display the seal include:

- On a list of funders (online or in a print publication) or in an annual report
- On the web page, brochure or letterhead of a social service program supported by a FYSB grant
- On the home page of an organization that receives the bulk of its funding from FYSB

Can FYSB-supported projects have separate logos and color schemes?

Yes. FYSB-supported projects do not fall under the FYSB brand. They have fully separate identities from FYSB and use their own logos, fonts and colors in their products and marketing materials.

However, the FYSB seal should not be altered or rendered in colors other than the approved FYSB colors. Please consult the FYSB Brand Guide for guidance on fonts and colors, or contact one of FYSB's Brand Stewards.

Does the FYSB seal take the place of acknowledgment of Federal funding language required under HHS grants?

No. According to the HHS Grants Policy Statement, grantees must acknowledge Federal funding on publications and audiovisuals (including agency and project websites*) that result from HHS grant-supported activities. Publications, audiovisuals and websites produced under this grant supported project must bear one of the acknowledgement and disclaimers below. Please contact your 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 **[Insert Grant Number]** from the U.S. 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 U.S. Department of Health and Human Services, Administration for Children and Families.

Partial Funding

This **(insert either publication or website)** was supported by Grant Number **[Insert Grant Number]** from the U.S. 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 U.S. 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 **[Insert Grant Number]** from the U.S. 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 U.S. Department of Health and Human Services, Administration for Children and Families.

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responsibility of (insert name of recipient) and do not necessarily represent the official views of the U.S. 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 <http://www.hhs.gov/asfr/ogapa/aboutog/hhsgps107.pdf>

HHS Logo, Seal and Symbol Policies <http://www.hhs.gov/web/policies/webpolicies/logo-policies.html>

11. Performance Progress Report Cover Page and Instructions

OMB Control No: 0970-0380

Expiration Date: 12/31/2023

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 Start Date: (Month, Day, Year) End Date: (Month, Day, Year)		7. Reporting Period End Date (Month, Day, Year)	8. Final Report? <input type="checkbox"/> Yes <input type="checkbox"/> No
		9. Report Frequency <input type="checkbox"/> annual <input type="checkbox"/> semi-annual <input type="checkbox"/> quarterly <input type="checkbox"/> 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

12. Performance Progress Report Program Indicators Template

OMB Control No: 0970-0380

Expiration Date: 12/31/2023

**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 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 findings and events		
B-04	Dissemination activities		
B-05	Other activities		
B-06	Activities planned for next reporting period		

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INSTRUCTIONS

Schedule

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

A FINAL 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)	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.
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.

13. Resources

Adolescent Pregnancy Prevention Resources

- Centers for Disease Control and Prevention: <https://www.cdc.gov/teenpregnancy/index.htm>
- *The EXCHANGE*: <http://teenpregnancy.acf.hhs.gov>
- Family and Youth Services Bureau (FYSB) Adolescent Pregnancy Prevention Program: <https://www.acf.hhs.gov/fysb/programs/adolescent-pregnancy-prevention>
- Health Education Curriculum Analysis Tool: <https://www.cdc.gov/healthyyouth/hecat/index.htm>
- National PREP Evaluation: <https://www.prepeval.com/>
- Office of Population Affairs: <https://opa.hhs.gov/>
- Performance Measures Management Portal: <https://www.app-pmms.com/>
- Project Management and Sub-awardee Monitoring Resource Guide: <https://teenpregnancy.acf.hhs.gov/resources/project-management-and-sub-awardee-monitoring-resource-guide>
- State PREP Fact Sheet: <https://www.acf.hhs.gov/fysb/resource/prep-fact-sheet>
- *We Think Twice*: <https://www.wethinktwice.acf.hhs.gov/>

Grant Administration Resources

- Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.
- Division of Payment Management: <https://pms.psc.gov/>
- OLDC (GrantSolutions): <https://home.grantsolutions.gov/home/>
- OMB Circulars: <https://www.whitehouse.gov/omb/information-for-agencies/circulars/>
- Standard Forms Repository (to access standard ACF forms): <http://www.grants.gov/web/grants/forms/sf-424-family.html>