



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



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

**Title V State Sexual Risk Avoidance Education
(Title V State SRAE) Program**

GRANT ADMINISTRATION GUIDANCE

December 2022

**Title V State SRAE Program
GRANT ADMINISTRATION GUIDANCE**

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Title V State SRAE Program GRANT ADMINISTRATION GUIDANCE

1. Purpose and Program Overview

The Title V State SRAE Program is authorized and funded by Section 510 of the Social Security Act (42 U.S.C. § 710), as amended by Section 50502 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123) and extended by Section 2104 of the Continuing Appropriations Act, 2021 and Other Extensions Act (Pub. L. No. 116-159).

The purpose of the Title V State SRAE Program is to fund states/territories to provide education to youth that normalizes the optimal health behavior of avoiding non-marital sexual activity. The program is designed to teach youth personal responsibility, self-regulation, goal setting, healthy decision-making, a focus on the future, and the prevention of youth risk behaviors, such as drug and alcohol usage without normalizing teen sexual activity.

The goal of the SRAE program is to provide messages to youth that normalizes the optimal health behavior of avoiding non-marital sexual activity. The objectives of the SRAE program are to:

- Implement education and/or strategies that include medically accurate and complete information referenced in peer-reviewed publications by educational, scientific, governmental, or health organizations.
- Select sexual risk avoidance education and/or strategies with an evidence-based approach that are established on adolescent learning and developmental theories for the age group receiving the education, and are culturally appropriate, recognizing the experiences of youth from diverse communities, backgrounds, and experiences.
- Teach sexual risk avoidance skills through methods that do not normalize teen sexual activity.
- Target youth ages 10 to 19.

SRAE Program Requirements

States must design and implement SRAE projects that address the following requirements:

- Goals and logic model(s)

- Medically accurate and complete and age-appropriate
- Evidence-based interventions or strategies
- Positive youth development approach
- Elements of equity
- Target population
- Referrals to healthcare and other services
- Local evaluation (optional)
 - Evaluation plan, as appropriate for a local evaluation
- National evaluation participation
- Performance measures collection
- Sustainability plan

In accordance with the Title V State SRAE legislation, interventions must address the following topics:

- a) The holistic, individual, and societal benefits associated with personal responsibility, self-regulation, goal setting, healthy decision-making, and a focus on the future.
- b) The advantage of refraining from non-marital sexual activity to improve future prospects, and physical and emotional health of youth.
- c) The increased likelihood of avoiding poverty when youth attain self-sufficiency and emotional maturity before engaging in sexual activity.
- d) The foundational components of healthy relationships and their impact on the formation of healthy marriages and safe, stable families.
- e) The effect of other youth risk behaviors, such as drug and alcohol usage, on increasing the risk for teen sex.
- f) Strategies on how to resist and avoid, and receive help regarding, sexual coercion and dating violence, as well as, recognizing that even with consent, teen sex remains a youth risk behavior.

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, which otherwise may not be 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>

The Family and Youth Services Bureau 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 Post Award Approval Requirements

In accordance with 45 CFR 75.308, prior written awarding agency approval is required for the following types of post-award requests:

- Budget revisions when the total amount to be reallocated exceeds 10% of the award amount; when reallocating direct costs to indirect cost and vice versa; when reallocating funds to new costs for new activities. The HHS awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions, and activities for federal awards, in which the federal share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total budget as last approved by the HHS awarding agency. The HHS awarding agency cannot permit a transfer that would cause any federal appropriation to be used for purposes other than those consistent with the appropriation.
- Change in scope of work or objectives of the project (even if the budget does not change)
- Change in the Project Director (PD), Principal Investigator (PI), or other key personnel specified in the grant application
- Absence for more than 3 months or 25% reduction in time devoted to the project by the PD or PI
- Foreign Travel and
- Re-budgeting of Travel Funds

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

4. Budget Revision Request

A grantee initiates the Budget Revision process by formally requesting that the Office of Grants Management (OGM) reallocate funds among the line-item cost categories of the grant. Budget Revisions should be submitted as an amendment via GrantSolutions. Requests must be initiated not less than 30 days prior to the end of the budget period for which the grantee is requesting the revision (45 CFR 75.308). Grantees are required to report any modifications of the budget and program activities, as outlined in the original application for informational and record keeping purposes, even if the changes do not require prior approval. The following documents must be submitted by the grantee to request a budget revision:

- A. Cover Letter, on agency letterhead, dated and signed by Authorizing Official. The cover letter should:

- Clearly indicate that the funds will be used to complete activities that have already been approved, in cases when the grantee is writing to inform ACF of a budget revision that does not require prior approval (45 CFR 75.308(c) (1)).
- Clearly indicate the proposed activities, in cases when the grantee is writing to request a budget revision that includes a change in scope of activities.
- Provide the amount of the request as indicated in a description of the line items affected by the revision.
- Include the signature of the Authorized Representative of the organization.
- Include the Federal Grant Award number.SF-424A – Complete the form in its entirety.

B. Line-Item Budget

- The Budget should be in a spreadsheet or table format.
- Both the federal and non-federal budget items should be clearly marked.
- When making your budget, reflect the budget categories outlined in SF-424A (i.e., Personnel, Benefits, Travel, Equipment, Supplies, Contractual, Other, Indirect Costs) and identify all line-items within each category. Be specific and comprehensive.

C. Budget Narrative

- The Budget Narrative is a justification supporting the need to expend funds for items in your spreadsheet or table format budget. It should provide a clear description of how the budget items directly relate to the overall completion and success of the project.
- Address only line items impacted by the shift in funds.

5. Performance Progress Reports

Grantees will report semi-annual progress using the Performance Progress Report templates provided in this guidance document. The reports are submitted by April 30th (reporting period of October 1 through March 31) and October 30th (reporting period April 1 through September 29) 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

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 funding:

| | FY2022 Award | FY2023 Award |
|----------------------|--------------------------|--------------------------|
| Budget Period | 10/01/2021 to 09/30/2023 | 10/02/2022 to 09/30/2024 |
| Obligate by | 9/30/2023 | 09/30/2024 |
| Liquidate by | 12/30/2023 | 12/30/2024 |

7. On-Line Data Collection (OLDC) Access

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 will be sent via two e-mails from the

- 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 for further 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 SRAE 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)** FY2021 Award (Final Report) | 10/01/2021-09/30/2022 10/1/2020-9/30/2022 | • Submit via PMS |
| April 30, 2023 | Semi-Annual Performance Report (PPR) | 10/01/2022-03/31/2023 | • 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 | • Submit via OLDC |
| Dec 30, 2023 | Financial Status Report (SF-425)** FY2022 Award (Final Report) | 10/01/2022-09/30/2023 10/1/2021 – 9/30/2023 | • Submit via PMS |
| April 30, 2024 | Semi-Annual Performance Progress Report (PPR) | 10/1/2023-03/31/2024 | • Submit via OLDC |
| Summer 2024 | 2024 Annual Conference – Location TBD | | |
| Oct. 30, 2024 | Semi-Annual Performance Progress Report (PPR) | 04/01/2024-09/30/2024 | • Submit via OLDC |
| Dec 30, 2024 | Financial Status Report (SF-425)** FY2023 Award (Final Report) | 10/01/2023-09/30/2024 10/01/2022 – 9/30/2024 | • Submit via PMS |
| April 30, 2025 | Semi-Annual Performance Report (PPR) | 10/01/2024-03/31/2025 | • Submit via OLDC |

| Due Date | Event/Activity | Project Period Covered (If applicable) | Submission Method (If applicable) |
|---------------|--|--|-----------------------------------|
| Summer 2025 | 2025 Annual Conference – Location TBD | | |
| Oct. 30, 2025 | Semi-Annual Performance Progress Report (PPR | 04/01/2025-09/30/2025 | • Submit via OLDC |
| Dec 30, 2025 | Financial Status Report (SF-425)** | 10/01/2024-09/30/2025 | • Submit via PMS |
| | FY2021 Award (Final Report) | 10/01/2022 – 9/30/2025 | |

****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 SRAE 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/SRAE} entry and exit participant surveys. All SRAE grantees were expected to start using the new version of the surveys for data collection starting February 1, 2022.

All SRAE performance measurement resources, websites, and guidance information can be found on the SRAE Performance Analysis Study (SRAE PAS)

website at www.sraepas.com. For questions about performance measures, the Performance Measures Portal (online reporting system) or the Performance Dashboard, contact SRAEperformancemeasures@publicstrategies.com or call toll-free 1-833-797-0166

FY2023 Performance Measures Data Collection and Submission Schedule

| Measures to be Collected | Data Collection Frequency | Data Collection Period | Data Submission Period |
|--|---------------------------|--------------------------------------|------------------------|
| <p><i>For grantees funded before FY2023 only**</i></p> <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 |
| <p><i>For grantees funded before FY2022 only**</i></p> <ul style="list-style-type: none"> Attendance, Reach, and Dosage Participants' characteristics, behaviors, program experiences, and perceptions of | Biannual | July 1 – December 31, 2021 | January/February 2022 |

| Measures to be Collected | Data Collection Frequency | Data Collection Period | Data Submission Period |
|---|---------------------------|--------------------------------------|------------------------|
| program effects (Entry and Exit Surveys) | | | |
| <ul style="list-style-type: none"> Structure, Cost, and Support | Annual | October 1, 2021 – September 30, 2022 | July/August 2022 |
| <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, 2022 | July/August 2022 |

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. Research and Evaluation

States have the option and are encouraged to conduct local research or local evaluations of their SRAE projects. States that choose to conduct local evaluations must provide a description of the plan to conduct grantee-specific evaluations, called “local evaluations.” The purpose of the local evaluations is to contribute to the evidence base for sexual risk avoidance education programming and provide an opportunity for grantees to learn whether desired outcomes are being achieved and/or if the program(s) being implemented is effective. Local evaluations can also help states understand how to improve their sexual risk avoidance education programming. Evaluations must answer one or more

specific research questions related to programming implemented and funded by the state grant.

National Evaluation

ACF will select a subset of projects, e.g., state-led programs, or subrecipient programs, funded under this announcement to participate in one or more rigorous federal evaluations. All states and subrecipients will be required to participate, if selected, and must give their assurance that they will participate.

11. Branding Guidelines for FYSB-Supported Projects

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

What is a FYSB-supported project?

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

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

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

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

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

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



Appropriate places to display the seal include:

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

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

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

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

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

No. According to the HHS Grants Policy Statement, grantees must acknowledge Federal funding on publications and audiovisuals (including agency and project websites*) that result from HHS grant-supported activities. Publications, audiovisuals, and websites produced under this grant supported project must bear one of the acknowledgements and disclaimers below. Please contact your Project Officer for more information on using the FYSB seal for non-grant projects.

Publications/Website Acknowledgement and Disclaimer

Full Funding

This (insert either publication or website) was made possible by Grant Number **HHS-2022-ACF-ACYF-SRAE-0113** 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 **HHS-2022-ACF-ACYF-SRAE-0113** 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 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 **HHS-2022-ACF-ACYF-SRAE-0113** 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 Department of Health and Human Services, Administration for Children and Families.

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

HHS References

HHS Grants Policy Statement

<https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>

HHS Logo, Seal and Symbol Policies

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

12. Performance Progress Report Cover Page

**OMB Control No: 0970-0551
Expiration Date: 8/31/2023**

**ACF PERFORMANCE PROGRESS REPORT
ACF-OGM-PPR Cover Page**

Administration for Children and 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 | |

**PERFORMANCE PROGRESS REPORT
COVER PAGE**

**Title V State SEXUAL RISK AVOIDANCE EDUCATION GRANT PROGRAM (SRAE)
INSTRUCTIONS**

| Item | Data Elements | Instructions |
|------|--|---|
| 1. | Awarding Federal agency and Organizational Element to Which Report is Submitted | Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency. |
| 2. | Federal Grant or Other Identifying Number Assigned by the awarding Federal agency | Enter the grant/award number contained in the award document. |
| 3a. | DUNS Number | Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number. |
| 3b. | EIN | Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service. |
| 4. | Recipient Organization | Enter the name of recipient organization and address, including zip code. |
| 5. | Recipient Account Number or Account Number | Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency. |
| 6. | Project/Grant Period | Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period. |
| 7. | Reporting Period End Date | Enter the ending date of the reporting period. |
| 8. | Final Report | Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6. |
| 9. | Report or Frequency | Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110. |
| 10. | Performance Narrative | Leave blank and complete Form SRAE Program Indicators |
| 11. | Other Attachments | Attach other documents as needed or as instructed by the awarding Federal agency. (See Attached Sample Program Indicators Chart) |

**PERFORMANCE PROGRESS REPORT
 PROGRAM INDICATORS
 Title V State SEXUAL RISK AVOIDANCE EDUCATION GRANT PROGRAM (SRAE)**

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

| Program Indicators | | | |
|--------------------|---|------------------|--------------------|
| (1) Item | (2) Activity Description | (3) Indicator | (4) Explanation |
| B-01 | Major activities and accomplishments during this period | | |
| B-02 | Describe any challenges related to the areas addressed in item B-01 | | |
| B-03 | Significant Observations | | |
| B-04 | Organizational Issues | | |
| B-05 | Technical assistance and Training | | |
| B-06 | Activities planned for next reporting period | | |

13. Performance Progress Report Program Instructions

PROGRAM INDICATORS SEXUAL RISK AVOIDANCE EDUCATION GRANT PROGRAM (SRAE) INSTRUCTIONS

Schedule

Submit the progress report through the Grant Solutions system. Reports are due 30 days after the end of the second and fourth quarter of the budget period (every 6 months).

| 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. |
| Program Indicators | | |
| B-01(4) | Major activities and accomplishments during this period | <p>Recommend attachment of updated project task charts from approved grant application, project work plan and/or Sample Program Indicators Chart (Attachment 1) with this section. Describe any draft/final products related to the project. Include the following:</p> <ol style="list-style-type: none"> a. Sub-awardees: Provide a description of the each sub-awardees' activities and accomplishments. b. Participants: Provide a description of activities related to recruitment, retention, and follow-up with program participants. c. Fidelity and Adaptations: Describe activities related to monitoring fidelity and provide a discussion of any adaptations to the curriculum/a being implemented. d. Evaluation and Data Collection: Discuss any evaluation and data collection activities. e. Collaboration/Partners: Describe any new or established partnerships or collaborative efforts. f. Training: Describe any training activities for SRAE staff and sub-awardees' staff. g. Medical Accuracy and Age Appropriateness: Describe any applicable activities that ensure all curriculum and |

| | | |
|---------|---|---|
| | | <p>session materials are medically accurate and age appropriateness</p> <ul style="list-style-type: none"> h. Service Linkages: Discuss service referrals and linkages made during the reporting period. i. Other Major Activities or Accomplishments <p>Submit any relevant forms/documents (i.e., fidelity monitoring, evaluation survey, MOUs) to your Project.</p> |
| B-02(4) | Challenges | <p>Describe any deviations or departures from the original project plan including actual/anticipated delays in task completion dates, and unique problems encountered or expected. Use this report section to advise Project Officer and Grants Management Specialist of resolution or actions taken to resolve the challenges presented during the reporting period. Report on challenges related to the following (if applicable):</p> <ul style="list-style-type: none"> a. Grantee/Sub-awardees b. Participants (i.e., recruitment and retention) c. Fidelity and Adaptations d. Evaluation and Data Collection e. Collaboration/Partners f. Training g. Medical Accuracy and Age Appropriateness h. Service Linkages i. Other |
| B-03(4) | Significant observations | <p>List the type and number of services accessed by target population, the number of youth serviced in each community and other relevant project data. Include demographic information about youth (and parent/guardian) served including race/ethnicity, gender, and age. Also identify if youth served are those most vulnerable for pregnancies (youth in or aging out of foster care, homeless/runaway youth, youth with HIV/AIDS, and pregnant/parenting youth). Describe any significant discrepancies between the number of youth targeted in your work plan to the actual number of youth served. Please list or chart information by sub-awardee, (Attachment 1)</p> |
| B-04(4) | Organizational Issues | <p>Briefly describe any organizational (i.e. staffing and personnel, policy and procedures) and planning team issues that affected the management of the grant during the reporting period. Include a description/update of the staffing pattern for the SRAE program.</p> |
| B-05(4) | Technical Assistance and Training | <p>Describe any issues, functions, or processes that your organization needs addressed through technical assistance, training, national conferences, or on-site visits.</p> |
| B-06(4) | Activities planned for next reporting period | <p>Briefly describe.</p> |

14. Resources

Adolescent Pregnancy Prevention Resources

- Centers for Disease Control and Prevention
<https://www.cdc.gov/teenpregnancy/index.htm>
- 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>
- Office of Population Affairs
<https://opa.hhs.gov/>
- SRAE National Evaluation
<https://sraene.com/>
- The Exchange
<http://teenpregnancy.acf.hhs.gov>
- Title V State SRAE Fact Sheet
<https://www.acf.hhs.gov/fysb/fact-sheet/title-v-state-sexual-risk-avoidance-education-fact-sheet>
- We Think Twice
<https://www.wethinktwice.acf.hhs.gov/>

Grant 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>