



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary

Assistant Secretary for Health
Office of Public Health and Science
Washington, DC 20201

March 13, 1997

Dear Colleague:

In response to your request we have enclosed an application kit for the Adolescent Family Life (AFL) Demonstration Grant Program supported by the Office of Adolescent Pregnancy Programs (OAPP).

The deadline for receipt of applications is April 28, 1997.

The application kit contains the Announcement of the Availability of Grants for Adolescent Family Life Demonstration Projects, a copy of the Title XX legislation authorizing the program and the necessary forms and instructions. Among these are a checklist containing a recommended format for the application, program narrative guidance, and a list of frequently asked questions and answers. You should read all the materials in detail, as the legislation contains many specific requirements which applicants must meet to be considered for funding.

We recommend that applicants be concise while fulfilling all requirements. Applicants must submit an original application and two copies. Grant awards will be issued no later than September 30, 1997.

To facilitate the processing of your application, please include on your mailing envelope:
ATTENTION: PREVENTION - DEMONSTRATION PROJECT.

You may contact the Grants Management Office on (301) 594-4012 or the OAPP program office on (301) 594-4004 if you need additional information.

We appreciate your interest in the Adolescent Family Life Program.

Sincerely,

_____/s/_____

Thomas C. Kring
Acting Deputy Assistant Secretary
for Population Affairs

Enclosures:

1. Announcement of Availability of Grants for Adolescent Family Life Demonstration Projects
2. Title XX of the Public Health Service Act
3. Questions and Answers Concerning the Adolescent Family Life Demonstration Grant Program
4. Program Narrative (Guidance)
5. Additional Requirements
6. Assurances Required by Title XX, Public Health Service Act
7. State Single Point of Contact (SPOC) List
8. Application Checklist
9. Grant Application (Form PHS 5161-1)
10. Confirmation of Application Receipt (on back cover)

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of Public Health and Science

Announcement of Availability of Grants for Adolescent Family Life Demonstration Projects

AGENCY: Office of Adolescent Pregnancy Programs, Office of Population Affairs, OPHS, HHS.

ACTION: Notice.

SUMMARY: The Office of Adolescent Pregnancy Programs (OAPP) requests applications for grants under the Adolescent Family Life (AFL) Demonstration Projects Program. These grants are for community-based and community-supported demonstration projects to find effective means of preventing pregnancy by encouraging adolescents to abstain from sexual activity through provision of age-appropriate education on sexuality and decision-making skills. Although adolescents under age 19 are eligible for services, the OAPP is particularly interested in projects which target youth ages 9 to 14.

Funds are available for approximately 40-50 projects, which may be located in any State, the District of Columbia, the territories of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, Commonwealth of the Northern Mariana Islands, Republic of Palau, Republic of the Marshall Islands and the Federated States of Micronesia.

Applicants also should be aware that the Department of Health and Human Services' Maternal and Child Health Bureau will be issuing separate grant application guidance to State Health Agencies for the Abstinence education provision contained in the "Personal Responsibility and Work Opportunity Reconciliation Act of 1996", P.L. 104-193.

DATES: To receive consideration grant applications must be received by the Director, Grants Management Office by April 28, 1997. Applications will be considered as meeting the deadline if they are either (1) received on or before the deadline date, or (2) postmarked on or before the deadline date and received in time for submission to the review committee. A legibly dated receipt from a commercial carrier or U.S. Postal Service will be accepted in lieu of a postmark. Private metered postmarks will not be accepted as proof of timely mailing. Applications which do not meet the deadline will be considered late applications and will be returned to the applicant.

ADDRESSES: Requests for application kits may be faxed to (301) 594-5980. Application kits may also be obtained from and applications must be submitted to: Grants Management Office, Office of Population Affairs, 4350 East-West Highway, Suite 200, Bethesda, MD 20814.

FOR FURTHER INFORMATION CONTACT: Grants Management Office at (301) 594-4012 or Program Office at (301) 594-4004. Staff are available to answer questions and provide limited technical assistance in the preparation of grant applications.

SUPPLEMENTARY INFORMATION: Title XX of the Public Health Service Act, 42 U.S.C. 300z, *et seq.*, authorizes the Secretary of Health and Human Services to award grants for demonstration projects to provide services to pregnant and nonpregnant adolescents, adolescent parents and their families. (Catalog of Federal Domestic Assistance Number 93.995) Title XX authorizes grants for three types of demonstration projects: (1) projects which provide "care services" only (*i.e.*, services for the provision of care to pregnant adolescents, adolescent parents and their families); (2) projects which provide "prevention services" only (*i.e.*, services to prevent adolescent sexual relations); and (3) projects which provide a combination of care and prevention services.

Under this program announcement, OAPP intends to make available approximately \$8 million to support an estimated 40-50 new prevention demonstration projects only. An applicant may submit a proposal for a local or state-wide prevention project. The awards will range from \$100,000 to \$225,000. **These grants will be awarded for a period of one year, and the availability of funding for later years is uncertain. Therefore, we encourage applications from experienced organizations which are currently operating programs and which have the capability of expanding and enhancing these services to serve significant numbers of adolescents according to the guidelines specified in this announcement. Additional funds may be available in Fiscal Year 1998 and following years. If funds do become available, grantees funded under this program announcement will be eligible to reapply for continued funding.**

Grants are funded in annual increments (budget periods). Funding for all approved budget periods beyond the first year of a grant is contingent upon the availability of funds, satisfactory progress of the project, and adequate stewardship of Federal funds. A grant award may not exceed 70 percent of the total cost of the project for each of the first and second years and 60 percent for the third year. The non-Federal share of the project costs may be provided in cash expenditures or fairly evaluated in-kind contributions, including plant, equipment and services.

The specific prevention services which may be funded under Title XX are listed below under **PREVENTION PROGRAMS**.

The following application requirements contain information collections subject to OMB approval under the Paperwork Reduction Act of 1995 (P.L. 104-13). These information collections have been approved by OMB under control number 0937-0189.

ELIGIBLE APPLICANTS

Any public or private nonprofit organization or agency is eligible to apply for a grant. Grants are awarded only to those organizations or agencies which are determined to demonstrate the capability of providing the proposed services and meet the statutory requirements.

PREVENTION PROGRAMS

Under this announcement, funds are available for local or state-wide projects.

The primary purpose of prevention programs is to find effective means of reaching adolescents, both male and female, before they become sexually active in order to encourage them to abstain from sexual activity. There is general agreement that early initiation of sexual activity brings not only the risk of unintended pregnancy but also substantial health risks to adolescents, primarily infection with sexually transmitted diseases (STDs), including HIV. Accordingly, applicants must provide services that help pre-adolescents and young adolescents acquire knowledge and skills that will instill healthy attitudes and encourage and support abstinence from sexual activity. Any information provided for adolescents who may be or become sexually active, which relates to reducing the risk of unintended pregnancy and disease, must be medically accurate and must be presented within the context that abstinence is the best choice and is what the project recommends.

Under this announcement, applicants may propose to develop and test new prevention curricula, update existing curricula or use existing and available educational materials/curricula which are consistent with this program announcement within their demonstration projects.

Programs must be consistent with abstinence education as defined in the "Personal Responsibility and Work Opportunity Reconciliation Act of 1996", P.L. 104-193. Accordingly, the term "abstinence education" means an educational or motivational program which ---

- A. has as its exclusive purpose, teaching the social, psychological, and health gains to be realized by abstaining from sexual activity;
- B. teaches abstinence from sexual activity outside marriage as the expected standard for all school age children;
- C. teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems;
- D. teaches that a mutually faithful monogamous relationship in context of marriage is the expected standard of human sexual activity;
- E. teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects;
- F. teaches that bearing children out-of-wedlock is likely to have harmful consequences for the child, the child's parents, and society;
- G. teaches young people how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and
- H. teaches the importance of attaining self-sufficiency before engaging in sexual activity.

Under the statutory requirements of Title XX, applicants for prevention programs are not required to provide any specific array of services. OAPP encourages the submission of applications which focus on educational services relating to family life and which teach the social, psychological and health gains to be realized by abstaining from sexual activity.

The legislation also permits a proposal to include any one or more of the following services as appropriate:

- (1) Educational services relating to family life and problems associated with adolescent premarital sexual relations including:
 - (a) Information about adoption,
 - (b) Education on the responsibilities of sexuality and parenting,

- (c) The development of material to support the role of parents as the providers of sex education, and
 - (d) Assistance to parents, schools, youth agencies and health providers to educate adolescents and preadolescents concerning self-discipline and responsibility in human sexuality;
- (2) Appropriate educational and vocational services;
 - (3) Counseling for the immediate and extended family members of the eligible person;
 - (4) Transportation;
 - (5) Outreach services to families of adolescents to discourage sexual relations among unemancipated minors;

If an applicant chooses to provide any of the above services in addition to educational services relating to family life and problems associated with adolescent premarital sexual relations, the applicant must justify how these services ((2) through (5)) will support or promote the educational component.

EVALUATION

Section 2006(b)(1) of Title XX requires each grantee to expend at least one percent but not more than five percent of the Federal funds received under Title XX on evaluation of the project. As this is a demonstration program, all applications are required to have an evaluation component of high quality consistent with the scope of the proposed project and the funding level. All project evaluations should monitor program processes to determine whether the program has been carried out as planned and measure the program's outcomes. Waivers of the five percent limit on evaluation (see sec. 2006(b)(1)) may be granted in cases where a more rigorous or comprehensive evaluation effort is proposed.

Section 2006(b)(2) requires that an organization or an entity independent of the grantee providing services assist the grantee in evaluating the project. The OAPP strongly recommends extensive collaboration between the applicant organization and the proposed evaluator in the development of the intervention, development of the evaluation hypothesis(es), identification of the variables to be measured and a timetable for initiation of the intervention, baseline measurement, and ongoing evaluation data collection and analysis.

APPLICATION REQUIREMENTS

Applications must be submitted on the forms supplied (PHS 5161-1, Revised 5/96) and in the manner prescribed in the application kits provided by the OAPP. Applicants are required to submit an application signed by an individual authorized to act for the applicant agency or organization and to assume for the organization the obligations imposed by the terms and conditions of the grant award. Applications sent by FAX will not be accepted.

Applicants must be familiar with Title XX in its entirety to ensure that they have complied with all applicable requirements. A copy of the legislation is included in the application kit.

It should be noted that grantees may not teach or promote religion in their AFL project. Each grant project must be accessible to the public generally, not just to those of a particular religious affiliation.

Under sec. 2011(a) of the Act, AFL projects may not provide abortions or abortion counseling or referral either directly or through subcontract and may not advocate, promote or encourage abortion. However, if both the adolescent and her parents request abortion counseling, a project may provide referral for such counseling.

ADDITIONAL REQUIREMENTS

Applicants for grants must also meet the following requirements:

(1) Requirements for Review of an Application by the Governor. Section 2006(e) of Title XX requires that each applicant shall provide the Governor of the State in which the applicant is located a copy of each application submitted to OAPP for a grant for a demonstration project for services under this Title. The Governor has 60 days from the receipt date in which to provide comments to the applicant.

An applicant may comply with this requirement by submitting a copy of the application to the Governor of the State in which the applicant is located at the same time the application is submitted to OAPP. To inform the Governor's office of the reason for the submission, a copy of this notice should be attached to the application.

(2) Review Under Executive Order 12372. Applications under this announcement are subject to the review requirements of E.O. 12372, "Intergovernmental Review of Federal Programs," as implemented by 45 CFR part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." E.O. 12372 sets up a system for state and local government review of proposed Federal assistance applications. As soon as possible the applicant (other than federally-recognized Indian tribal governments) should contact the Governor's Office in the state to be served for information regarding the particular review process designed by the state. The State comment(s) should be forwarded to the Grants Management Office, Office of Population Affairs, 4350 East-West Highway, Suite 200, Bethesda, MD 20814. Such comments must be received by the Office of Population Affairs by August 11, 1997 to be considered.

The application kit contains information to guide applicants in fulfilling the above requirements.

APPLICATION CONSIDERATION AND ASSESSMENT

Applications which are judged to be late or which do not conform to the requirements of this program announcement will not be accepted for review. Applicants will be so notified, and the applications will be returned. All other applications will be reviewed by a multidisciplinary panel of independent reviewers and assessed according to the following criteria:

(1) The capacity of the proposed applicant organization to provide rapid and effective use of resources needed to conduct the project, collect data and evaluate it. This includes personnel, time and facilities. (30 points)

(2) The applicant's rationale for use of the proposed approach and its worth for testing and/or replication based upon its previous demonstration, review of the literature and/or evaluation findings. (20 points)

(3) The applicant's presentation of an appropriate project design, consistent with the

requirements of Title XX, including a clear statement of goals and objectives, reasonable methods for achieving the objectives, a reasonable workplan and timetable and a clear statement of results or benefits expected. (30 points)

(4) The applicant's presentation of a detailed evaluation plan, indicating an understanding of program evaluation methods and reflecting a practical, technically sound approach to assessing the project's achievement of program objectives. (20 points)

Final grant award decisions will be made by the Deputy Assistant Secretary for Population Affairs. In making these decisions, the Deputy Assistant Secretary for Population Affairs will take into account the extent to which grants approved for funding will provide an appropriate geographic distribution of resources, the priorities in sec. 2005(a), and the other factors in sec. 2005, including consideration of:

- (1) The applicant's capacity to administer funds responsibly;
- (2) The incidence of adolescent pregnancy and the availability of services in the geographic area to be served;
- (3) The population to be served;
- (4) The community commitment to and involvement in planning and implementation of the demonstration project;
- (5) The organizational model(s) for delivery of service;
- (6) The usefulness for policymakers and service providers of the proposed project and its potential for complementing existing adolescent health models;
- (7) The reasonableness of the estimated cost to the government considering the anticipated results.

OAPP does not release information about individual applications during the review process until final funding decisions have been made. When these decisions have been made, applicants will be notified by letter of the outcome of their applications. The official document notifying an applicant that an application has been approved for funding is the Notice of Grant Award, which specifies to the grantee the amount of money awarded, the purpose of the grant, the terms and conditions of the grant award, and the amount of funding to be contributed by the grantee to project costs.

Dated: January 17, 1997

/s/
Thomas C. Kring
Acting Deputy Assistant Secretary
for Population Affairs

**UNITED STATES CODE
TITLE 42 - THE PUBLIC HEALTH AND WELFARE
CHAPTER 6A - PUBLIC HEALTH SERVICE
SUBCHAPTER XVIII - ADOLESCENT**

TITLE XX -- ADOLESCENT FAMILY LIFE DEMONSTRATION PROJECTS

§2001. [300z] Findings and purposes

(a) The Congress finds that -

(1) in 1978, an estimated one million one hundred thousand teenagers became pregnant, more than five hundred thousand teenagers carried their babies to term, and over one-half of the babies born to such teenagers were born out of wedlock;

(2) adolescents aged seventeen and younger accounted for more than one-half of the out of wedlock births to teenagers;

(3) in a high proportion of cases, the pregnant adolescent is herself the product of an unmarried parenthood during adolescence and is continuing the pattern in her own lifestyle;

(4) it is estimated that approximately 80 per centum of unmarried teenagers who carry their pregnancies to term live with their families before and during their pregnancy and remain with their families after the birth of the child;

(5) pregnancy and childbirth among unmarried adolescents, particularly young adolescents, often results in severe adverse health, social, and economic consequences including: a higher percentage of pregnancy and childbirth complications; a higher incidence of low birth weight babies; a higher infant mortality and morbidity; a greater likelihood that an adolescent marriage will end in divorce; a decreased likelihood of completing schooling; and higher risks of unemployment and welfare dependency; and therefore, education, training, and job research services are important for adolescent parents;

(6) (A) adoption is a positive option for unmarried pregnant adolescents who are unwilling or unable to care for their children since adoption is a means of providing permanent families for such children from available approved couples who are unable or have difficulty in conceiving or carrying children of their own to term; and

(B) at present, only 4 per centum of unmarried pregnant adolescents who carry their babies to term enter into an adoption plan or arrange for their babies to be cared for by relatives or friends;

(7) an unmarried adolescent who becomes pregnant once is likely to experience recurrent pregnancies and childbearing, with increased risks;

(8) (A) the problems of adolescent premarital sexual relations, pregnancy, and parenthood are multiple and complex and are frequently associated with or are a cause of other troublesome situations in the family; and

(B) such problems are best approached through a variety of integrated and essential services provided to adolescents and their families by other family members, religious and charitable organizations, voluntary associations, and other groups in the private sector as well as

services provided by publicly sponsored initiatives;

(9) a wide array of educational, health, and supportive services are not available to adolescents with such problems or to their families, or when available frequently are fragmented and thus are of limited effectiveness in discouraging adolescent premarital sexual relations and the consequences of such relations;

(10)(A) prevention of adolescent sexual activity and adolescent pregnancy depends primarily upon developing strong family values and close family ties, and since the family is the basic social unit in which the values and attitudes of adolescents concerning sexuality and pregnancy are formed, programs designed to deal with issues of sexuality and pregnancy will be successful to the extent that such programs encourage and sustain the role of the family in dealing with adolescent sexual activity and adolescent pregnancy;

(B) Federal policy therefore should encourage the development of appropriate health, educational, and social services where such services are now lacking or inadequate, and the better coordination of existing services where they are available; and

(C) services encouraged by the Federal Government should promote the involvement of parents with their adolescent children, and should emphasize the provision of support by other family members, religious and charitable organizations, voluntary associations, and other groups in the private sector in order to help adolescents and their families deal with complex issues of adolescent premarital sexual relations and the consequences of such relations; and

(11)(A) there has been limited research concerning the societal causes and consequences of adolescent pregnancy;

(B) there is limited knowledge concerning which means of intervention are effective in mediating or eliminating adolescent premarital sexual relations and adolescent pregnancy; and

(C) it is necessary to expand and strengthen such knowledge in order to develop an array of approaches to solving the problems of adolescent premarital sexual relations and adolescent pregnancy in both urban and rural settings.

(b) Therefore, the purposes of this subchapter are -

(1) to find effective means, within the context of the family, of reaching adolescents before they become sexually active in order to maximize the guidance and support available to adolescents from parents and other family members, and to promote self discipline and other prudent approaches to the problem of adolescent premarital sexual relations, including adolescent pregnancy;

(2) to promote adoption as an alternative for adolescent parents;

(3) to establish innovative, comprehensive, and integrated approaches to the delivery of care services both for pregnant adolescents, with primary emphasis on unmarried adolescents who are seventeen years of age or under, and for adolescent parents, which shall be based upon an assessment of existing programs and, where appropriate, upon efforts to establish better coordination, integration, and linkages among such existing programs in order to -

(A) enable pregnant adolescents to obtain proper care and assist pregnant adolescents and adolescent parents to become productive independent contributors to family and community life; and

(B) assist families of adolescents to understand and resolve the societal causes which are associated with adolescent pregnancy;

(4) to encourage and support research projects and demonstration projects concerning the

societal causes and consequences of adolescent premarital sexual relations, contraceptive use, pregnancy, and child rearing;

(5) to support evaluative research to identify effective services which alleviate, eliminate, or resolve any negative consequences of adolescent premarital sexual relations and adolescent childbearing for the parents, the child, and their families; and

(6) to encourage and provide for the dissemination of results, findings, and information from programs and research projects relating to adolescent premarital sexual relations, pregnancy, and parenthood.

§2002. [300z-1] Definitions; regulations applicable

(a) For the purposes of this subchapter, the term -

(1) "Secretary" means the Secretary of Health and Human Services;

(2) "eligible person" means -

(A) with regard to the provision of care services, a pregnant adolescent, an adolescent parent, or the family of a pregnant adolescent or an adolescent parent; or

(B) with regard to the provision of prevention services and referral to such other services which may be appropriate, a nonpregnant adolescent;

(3) "eligible grant recipient" means a public or nonprofit private organization or agency which demonstrates, to the satisfaction of the Secretary -

(A) in the case of an organization which will provide care services, the capability of providing all core services in a single setting or the capability of creating a network through which all core services would be provided; or

(B) in the case of an organization which will provide prevention services, the capability of providing such services;

(4) "necessary services" means services which may be provided by grantees which are -

(A) pregnancy testing and maternity counseling;

(B) adoption counseling and referral services which present adoption as an option for pregnant adolescents, including referral to licensed adoption agencies in the community if the eligible grant recipient is not a licensed adoption agency;

(C) primary and preventive health services including prenatal and postnatal care;

(D) nutrition information and counseling;

(E) referral for screening and treatment of venereal disease;

(F) referral to appropriate pediatric care;

(G) educational services relating to family life and problems associated with adolescent premarital sexual relations, including -

(i) information about adoption;

(ii) education on the responsibilities of sexuality and parenting;

(iii) the development of material to support the role of parents as the provider of sex education; and

(iv) assistance to parents, schools, youth agencies, and health providers to educate adolescents and preadolescents concerning self-discipline and responsibility in human sexuality;

(H) appropriate educational and vocational services;

(I) referral to licensed residential care or maternity home services; and

(J) mental health services and referral to mental health services and to other appropriate

physical health services;

(K) child care sufficient to enable the adolescent parent to continue education or to enter into employment;

(L) consumer education and homemaking;

(M) counseling for the immediate and extended family members of the eligible person;

(N) transportation;

(O) outreach services to families of adolescents to discourage sexual relations among unemancipated minors;

(P) family planning services; and

(Q) such other services consistent with the purposes of this subchapter as the Secretary may approve in accordance with regulations promulgated by the Secretary;

(5) "core services" means those services which shall be provided by a grantee, as determined by the Secretary by regulation;

(6) "supplemental services" means those services which may be provided by a grantee, as determined by the Secretary by regulation;

(7) "care services" means necessary services for the provision of care to pregnant adolescents and adolescent parents and includes all core services with respect to the provision of such care prescribed by the Secretary by regulation;

(8) "prevention services" means necessary services to prevent adolescent sexual relations, including the services described in subparagraphs (A), (D), (E), (G), (H), (M), (N), (O), and (Q) of paragraph (4);

(9) "adolescent" means an individual under the age of nineteen; and

(10) "unemancipated minor" means a minor who is subject to the control, authority, and supervision of his or her parents or guardians, as determined under State law.

(b) Until such time as the Secretary promulgates regulations pursuant to the second sentence of this subsection, the Secretary shall use the regulations promulgated under title VI of the Health Services and Centers Amendments of 1978 (42 U.S.C. 300a-21 et seq.) which were in effect on August 13, 1981, to determine which necessary services are core services for purposes of this subchapter. The Secretary may promulgate regulations to determine which necessary services are core services for purposes of this subchapter based upon an evaluation of and information concerning which necessary services are essential to carry out the purposes of this subchapter and taking into account (1) factors such as whether services are to be provided in urban or rural areas, the ethnic groups to be served, and the nature of the populations to be served, and (2) the results of the evaluations required under section 300z-5(b) of this title. The Secretary may from time to time revise such regulations.

§2003. [300z-2] Demonstration projects; grant authorization, etc.

(a) The Secretary may make grants to further the purposes of this subchapter to eligible grant recipients which have submitted an application which the Secretary finds meets the requirements of section 300z-5 of this title for demonstration projects which the Secretary determines will help communities provide appropriate care and prevention services in easily accessible locations. Demonstration projects shall, as appropriate, provide, supplement, or improve the quality of such services. Demonstration projects shall use such methods as will strengthen the capacity of families to deal with the sexual behavior, pregnancy, or parenthood of adolescents and to make

use of support systems such as other family members, friends, religious and charitable organizations, and voluntary associations.

- (b) Grants under this subchapter for demonstration projects may be for the provision of -]
 - (1) care services;
 - (2) prevention services; or
 - (3) a combination of care services and prevention services.

§2004. [300z-3] Uses of grants for demonstration projects for services

(a) Covered projects

Except as provided in subsection (b) of this section, funds provided for demonstration projects for services under this subchapter may be used by grantees only to -

- (1) provide to eligible persons -
 - (A) care services;
 - (B) prevention services; or
 - (C) care and prevention services (in the case of a grantee who is providing a combination of care and prevention services);
- (2) coordinate, integrate, and provide linkages among providers of care, prevention, and other services for eligible persons in furtherance of the purposes of this subchapter;
- (3) provide supplemental services where such services are not adequate or not available to eligible persons in the community and which are essential to the care of pregnant adolescents and to the prevention of adolescent premarital sexual relations and adolescent pregnancy;
- (4) plan for the administration and coordination of pregnancy prevention services and programs of care for pregnant adolescents and adolescent parents which will further the objectives of this subchapter; and
- (5) fulfill assurances required for grant approval by section 300z-5 of this title.

(b) Family planning services; availability in community

(1) No funds provided for a demonstration project for services under this subchapter may be used for the provision of family planning services (other than counseling and referral services) to adolescents unless appropriate family planning services are not otherwise available in the community.

(2) Any grantee who receives funds for a demonstration project for services under this subchapter and who, after determining under paragraph (1) that appropriate family planning services are not otherwise available in the community, provides family planning services (other than counseling and referral services) to adolescents may only use funds provided under this subchapter for such family planning services if all funds received by such grantee from all other sources to support such family planning services are insufficient to support such family planning services.

(c) Fees for services: criteria

Grantees who receive funds for a demonstration project for services under this subchapter shall charge fees for services pursuant to a fee schedule approved by the Secretary as a part of the application described in section 300z-5 of this title which bases fees charged by the grantee on

the income of the eligible person or the parents or legal guardians of the eligible person and takes into account the difficulty adolescents face in obtaining resources to pay for services. A grantee who receives funds for a demonstration project for services under this subchapter may not, in any case, discriminate with regard to the provision of services to any individual because of that individual's inability to provide payment for such services, except that in determining the ability of an unemancipated minor to provide payment for services, the income of the family of an unemancipated minor shall be considered in determining the ability of such minor to make such payments unless the parents or guardians of the unemancipated minor refuse to make such payments.

§2005. [300z-4] Grants for demonstration projects for services

(a) Priorities - In approving applications for grants for demonstration projects for services under this subchapter, the Secretary shall give priority to applicants who -

- (1) serve an area where there is a high incidence of adolescent pregnancy;
- (2) serve an area with a high proportion of low-income families and where the availability of programs of care for pregnant adolescents and adolescent parents is low;

(3) show evidence -

(A) in the case of an applicant who will provide care services, of having the ability to bring together a wide range of needed core services and, as appropriate, supplemental services in comprehensive single-site projects, or to establish a well-integrated network of such services (appropriate for the target population and geographic area to be served including the special needs of rural areas) for pregnant adolescents or adolescent parents; or

(B) in the case of an applicant who will provide prevention services, of having the ability to provide prevention services for adolescents and their families which are appropriate for the target population and the geographic area to be served, including the special needs of rural areas;

(4) will utilize to the maximum extent feasible existing available programs and facilities such as neighborhood and primary health care centers, maternity homes which provide or can be equipped to provide services to pregnant adolescents, agencies serving families, youth, and children with established programs of service to pregnant adolescents and vulnerable families, licensed adoption agencies, children and youth centers, maternal and infant health centers, regional rural health facilities, school and other educational programs, mental health programs, nutrition programs, recreation programs, and other ongoing pregnancy prevention services and programs of care for pregnant adolescents and adolescent parents;

(5) make use, to the maximum extent feasible, of other Federal, State, and local funds, programs, contributions, and other third-party reimbursements;

(6) can demonstrate a community commitment to the program by making available to the demonstration project non-Federal funds, personnel, and facilities;

(7) have involved the community to be served, including public and private agencies, adolescents, and families, in the planning and implementation of the demonstration project; and

(8) will demonstrate innovative and effective approaches in addressing the problems of adolescent premarital sexual relations, pregnancy, or parenthood, including approaches to provide pregnant adolescents with adequate information about adoption.

(b) Factors to be considered in making grants; special needs of rural areas

(1) The amount of a grant for a demonstration project for services under this subchapter shall be determined by the Secretary, based on factors such as the incidence of adolescent pregnancy in the geographic area to be served, and the adequacy of pregnancy prevention services and programs of care for pregnant adolescents and adolescent parents in such area.

(2) In making grants for demonstration projects for services under this subchapter, the Secretary shall consider the special needs of rural areas and, to the maximum extent practicable, shall distribute funds taking into consideration the relative number of adolescents in such areas in need of such services.

(c) Duration; Federal share

(1) A grantee may not receive funds for a demonstration project for services under this subchapter for a period in excess of 5 years.

(2) (A) Subject to paragraph (3), a grant for a demonstration project for services under this subchapter may not exceed -

(i) 70 per centum of the costs of the project for the first and second years of the project;

(ii) 60 per centum of such costs for the third year of the project;

(iii) 50 per centum of such costs for the fourth year of the project; and

(iv) 40 per centum of such costs for the fifth year of the project.

(B) Non-Federal contributions required by subparagraph (A) may be in cash or in kind, fairly evaluated, including plant, equipment, or services.

(3) The Secretary may waive the limitation specified in paragraph (2)(A) for any year in accordance with criteria established by regulation.

§2006. [300z-5] Requirements for applications

(a) Form, content, and assurances

An application for a grant for a demonstration project for services under this subchapter shall be in such form and contain such information as the Secretary may require, and shall include -

(1) an identification of the incidence of adolescent pregnancy and related problems;

(2) a description of the economic conditions and income levels in the geographic area to be served;

(3) a description of existing pregnancy prevention services and programs of care for pregnant adolescents and adolescent parents (including adoption services), and including where, how, by whom, and to which population groups such services are provided, and the extent to which they are coordinated in the geographic area to be served;

(4) a description of the major unmet needs for services for adolescents at risk of initial or recurrent pregnancies and an estimate of the number of adolescents not being served in the area;

(5) (A) in the case of an applicant who will provide care services, a description of how all core services will be provided in the demonstration project using funds under this subchapter or will otherwise be provided by the grantee in the area to be served, the population to which such services will be provided, how such services will be coordinated, integrated, and linked with other related programs and services and the source or sources of funding of such core services in the public and private sectors; or

(B) in the case of an applicant who will provide prevention services, a description of the necessary services to be provided and how the applicant will provide such services;

(6) a description of the manner in which adolescents needing services other than the services provided directly by the applicant will be identified and how access and appropriate referral to such other services (such as Medicaid; licensed adoption agencies; maternity home services; public assistance; employment services; child care services for adolescent parents; and other city, county, and State programs related to adolescent pregnancy) will be provided, including a description of a plan to coordinate such other services with the services supported under this subchapter;

(7) a description of the applicant's capacity to continue services as Federal funds decrease and in the absence of Federal assistance;

(8) a description of the results expected from the provision of services, and the procedures to be used for evaluating those results;

(9) a summary of the views of public agencies, providers of services, and the general public in the geographic area to be served, concerning the proposed use of funds provided for a demonstration project for services under this subchapter and a description of procedures used to obtain those views, and, in the case of applicants who propose to coordinate services administered by a State, the written comments of the appropriate State officials responsible for such services;

(10) assurances that the applicant will have an ongoing quality assurance program;

(11) assurances that, where appropriate, the applicant shall have a system for maintaining the confidentiality of patient records in accordance with regulations promulgated by the Secretary;

(12) assurances that the applicant will demonstrate its financial responsibility by the use of such accounting procedures and other requirements as may be prescribed by the Secretary;

(13) assurances that the applicant (A) has or will have a contractual or other arrangement with the agency of the State (in which the applicant provides services) that administers or supervises the administration of a State plan approved under title XIX of the Social Security Act (42 U.S.C. 1396 et seq.) for the payment of all or a part of the applicant's costs in providing health services to persons who are eligible for medical assistance under such a State plan, or (B) has made or will make every reasonable effort to enter into such an arrangement;

(14) assurances that the applicant has made or will make and will continue to make every reasonable effort to collect appropriate reimbursement for its costs in providing health services to persons who are entitled to benefits under title V of the Social Security Act (42 U.S.C. 701 et seq.), to medical assistance under a State plan approved under title XIX of such Act (42 U.S.C. 1396 et seq.), or to assistance for medical expenses under any other public assistance program or private health insurance program;

(15) assurances that the applicant has or will make and will continue to make every reasonable effort to collect appropriate reimbursement for its costs in providing services to persons entitled to services under parts B and E of title IV (42 U.S.C. 620 et seq., 670 et seq.) and title XX of the Social Security Act (42 U.S.C. 1397 et seq.);

(16) (A) a description of -

(i) the schedule of fees to be used in the provision of services, which shall comply with section 300z-3(c) of this title and which shall be designed to cover all reasonable direct and indirect costs incurred by the applicant in providing services; and

(ii) a corresponding schedule of discounts to be applied to the payment of such fees, which shall comply with section 300z-3(c) of this title and which shall be adjusted on the basis of the ability of the eligible person to pay;

(B) assurances that the applicant has made and will continue to make every reasonable effort -

(i) to secure from eligible persons payment for services in accordance with such schedules;

(ii) to collect reimbursement for health or other services provided to persons who are entitled to have payment made on their behalf for such services under any Federal or other government program or private insurance program; and

(iii) to seek such reimbursement on the basis of the full amount of fees for services without application of any discount; and

(C) assurances that the applicant has submitted or will submit to the Secretary such reports as the Secretary may require to determine compliance with this paragraph;

(17) assurances that the applicant will make maximum use of funds available under subchapter VIII of this chapter;

(18) assurances that the acceptance by any individual of family planning services or family planning information (including educational materials) provided through financial assistance under this subchapter shall be voluntary and shall not be a prerequisite to eligibility for or receipt of any other service furnished by the applicant;

(19) assurances that fees collected by the applicant for services rendered in accordance with this subchapter shall be used by the applicant to further the purposes of this subchapter;

(20) assurances that the applicant, if providing both prevention and care services will not exclude or discriminate against any adolescent who receives prevention services and subsequently requires care services as a pregnant adolescent;

(21) a description of how the applicant will, as appropriate in the provision of services -

(A) involve families of adolescents in a manner which will maximize the role of the family in the solution of problems relating to the parenthood or pregnancy of the adolescent;

(B) involve religious and charitable organizations, voluntary associations, and other groups in the private sector as well as services provided by publicly sponsored initiatives;

(22) (A) assurances that -

(i) except as provided in subparagraph (B) and subject to clause (ii), the applicant will notify the parents or guardians of any unemancipated minor requesting services from the applicant and, except as provided in subparagraph (C), will obtain the permission of such parents or guardians with respect to the provision of such services; and

(ii) in the case of a pregnant unemancipated minor requesting services from the applicant, the applicant will notify the parents or guardians of such minor under clause (i) within a reasonable period of time;

(B) assurances that the applicant will not notify or request the permission of the parents or guardian of any unemancipated minor without the consent of the minor -

(i) who solely is requesting from the applicant pregnancy testing or testing or treatment for venereal disease;

(ii) who is the victim of incest involving a parent; or

(iii) if an adult sibling of the minor or an adult aunt, uncle, or grandparent who is related to the minor by blood certifies to the grantee that notification of the parents or guardians

of such minor would result in physical injury to such minor; and

(C) assurances that the applicant will not require, with respect to the provision of services, the permission of the parents or guardians of any pregnant unemancipated minor if such parents or guardians are attempting to compel such minor to have an abortion;

(23) assurances that primary emphasis for services supported under this subchapter shall be given to adolescents seventeen and under who are not able to obtain needed assistance through other means;

(24) assurances that funds received under this subchapter shall supplement and not supplant funds received from any other Federal, State, or local program or any private sources of funds; and

(25) a plan for the conduct of, and assurances that the applicant will conduct, evaluations of the effectiveness of the services supported under this subchapter in accordance with subsection (b) of this section.

(b) Evaluations: amount, conduct, and technical assistance

(1) Each grantee which receives funds for a demonstration project for services under this subchapter shall expend at least 1 per centum but not in excess of 5 per centum of the amounts received under this subchapter for the conduct of evaluations of the services supported under this subchapter. The Secretary may, for a particular grantee upon good cause shown, waive the provisions of the preceding sentence with respect to the amounts to be expended on evaluations, but may not waive the requirement that such evaluations be conducted.

(2) Evaluations required by paragraph (1) shall be conducted by an organization or entity which is independent of the grantee providing services supported under this subchapter. To assist in conducting the evaluations required by paragraph (1), each grantee shall develop a working relationship with a college or university located in the grantee's State which will provide or assist in providing monitoring and evaluation of services supported under this subchapter unless no college or university in the grantee's State is willing or has the capacity to provide or assist in providing such monitoring and assistance.

(3) The Secretary may provide technical assistance with respect to the conduct of evaluations required under this subsection to any grantee which is unable to develop a working relationship with a college or university in the applicant's State for the reasons described in paragraph (2).

(c) Reports

Each grantee which receives funds for a demonstration project for services under this subchapter shall make such reports concerning its use of Federal funds as the Secretary may require. Reports shall include, at such times as are considered appropriate by the Secretary, the results of the evaluations of the services supported under this subchapter.

(d) Notification of parents; "adult" defined

(1) A grantee shall periodically notify the Secretary of the exact number of instances in which a grantee does not notify the parents or guardians of a pregnant unemancipated minor under subsection (a)(22)(B)(iii) of this section.

(2) For purposes of subsection (a)(22)(B)(iii) of this section, the term "adult" means an adult as defined by State law.

(e) Submission of applications to Governor; comments by Governor

Each applicant shall provide the Governor of the State in which the applicant is located a copy of each application submitted to the Secretary for a grant for a demonstration project for services under this subchapter. The Governor shall submit to the applicant comments on any such application within the period of sixty days beginning on the day when the Governor receives such copy. The applicant shall include the comments of the Governor with such application.

(f) Availability of core services

No application submitted for a grant for a demonstration project for care services under this subchapter may be approved unless the Secretary is satisfied that core services shall be available through the applicant within a reasonable time after such grant is received.

§2007. [300z-6] Coordination of programs

(a) The Secretary shall coordinate Federal policies and programs providing services relating to the prevention of adolescent sexual relations and initial and recurrent adolescent pregnancies and providing care services for pregnant adolescents. In achieving such coordination, the Secretary shall--

(1) require grantees who receive funds for demonstration projects for services under this subchapter to report periodically to the Secretary concerning Federal, State, and local policies and programs that interfere with the delivery of and coordination of pregnancy prevention services and other programs of care for pregnant adolescents and adolescent parents;

(2) provide technical assistance to facilitate coordination by State and local recipients of Federal assistance;

(3) review all programs administered by the Department of Health and Human Services which provide prevention services or care services to determine if the policies of such programs are consistent with the policies of this subchapter, consult with other departments and agencies of the Federal Government who administer programs that provide such services, and encourage such other departments and agencies to make recommendations, as appropriate, for legislation to modify such programs in order to facilitate the use of all Government programs which provide such services as a basis for delivery of more comprehensive prevention services and more comprehensive programs of care for pregnant adolescents and adolescent parents;

(4) give priority in the provision of funds, where appropriate, to applicants using single or coordinated grant applications for multiple programs; and

(5) give priority, where appropriate, to the provision of funds under Federal programs administered by the Secretary (other than the program established by this subchapter) to projects providing comprehensive prevention services and comprehensive programs of care for pregnant adolescents and adolescent parents.

(b) Any recipient of a grant for a demonstration project for services under this subchapter shall coordinate its activities with any other recipient of such a grant which is located in the same locality.

§2008. [300z-7] Research

(a) Grants and contracts; duration; renewal; amount

(1) The Secretary may make grants and enter into contracts with public agencies or private organizations or institutions of higher education to support the research and dissemination activities described in paragraphs (4), (5), and (6) of section 300z(b) of this title.

(2) The Secretary may make grants or enter into contracts under this section for a period of one year. A grant or contract under this section for a project may be renewed for four additional one-year periods, which need not be consecutive.

(3) A grant or contract for any one-year period under this section may not exceed \$100,000 for the direct costs of conducting research or dissemination (FOOTNOTE 1) activities under this section and may include such additional amounts for the indirect costs of conducting such activities as the Secretary determines appropriate. The Secretary may waive the preceding sentence with respect to a specific project if he determines that -

(FOOTNOTE 1) So in original. Probably should be "dissemination".

(A) exceptional circumstances warrant such waiver and that the project will have national impact; or

(B) additional amounts are necessary for the direct costs of conducting limited demonstration projects for the provision of necessary services in order to provide data for research carried out under this subchapter.

(4) The amount of any grant or contract made under this section may remain available for obligation or expenditure after the close of the one-year period for which such grant or contract is made in order to assist the recipient in preparing the report required by subsection (f)(1) of this section.

(b) Scope of permissible activities

(1) Funds provided for research under this section may be used for descriptive or explanatory surveys, longitudinal studies, or limited demonstration projects for services that are for the purpose of increasing knowledge and understanding of the matters described in paragraphs (4) and (5) of section 300z(b) of this title.

(2) Funds provided under this section may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than minor remodeling) of any building or facility.

(c) Applications

The Secretary may not make any grant or enter into any contract to support research or dissemination activities under this section unless -

(1) the Secretary has received an application for such grant or contract which is in such form and which contains such information as the Secretary may by regulation require;

(2) the applicant has demonstrated that the applicant is capable of conducting one or more of the types of research or dissemination activities described in paragraph (4), (5), or (6) of section 300z(b) of this title; and

(3) in the case of an application for a research project, the panel established by subsection (e)(2) of this section has determined that the project is of scientific merit.

(d) Coordination with National Institutes of Health

The Secretary shall, where appropriate, coordinate research and dissemination activities carried

out under this section with research and dissemination activities carried out by the National Institutes of Health.

(e) Review of applications for grants and contracts; establishment of review panel

(1) The Secretary shall establish a system for the review of applications for grants and contracts under this section. Such system shall be substantially similar to the system for scientific peer review of the National Institutes of Health and shall meet the requirements of paragraphs (2) and (3).

(2) In establishing the system required by paragraph (1), the Secretary shall establish a panel to review applications under this section. Not more than 25 per centum of the members of the panel shall be physicians. The panel shall meet as often as may be necessary to facilitate the expeditious review of applications under this section, but not less than once each year. The panel shall review each project for which an application is made under this section, evaluate the scientific merit of the project, determine whether the project is of scientific merit, and make recommendations to the Secretary concerning whether the application for the project should be approved.

(3) The Secretary shall make grants under this section from among the projects which the panel established by paragraph (2) has determined to be of scientific merit and may only approve an application for a project if the panel has made such determination with respect to such a project. The Secretary shall make a determination with respect to an application within one month after receiving the determinations and recommendations of such panel with respect to the application.

(f) Reports

(1) (A) The recipient of a grant or contract for a research project under this section shall prepare and transmit to the Secretary a report describing the results and conclusions of such research. Except as provided in subparagraph (B), such report shall be transmitted to the Secretary not later than eighteen months after the end of the year for which funds are provided under this section. The recipient may utilize reprints of articles published or accepted for publication in professional journals to supplement or replace such report if the research contained in such articles was supported under this section during the year for which the report is required.

(B) In the case of any research project for which assistance is provided under this section for two or more consecutive one-year periods, the recipient of such assistance shall prepare and transmit the report required by subparagraph (A) to the Secretary not later than twelve months after the end of each one-year period for which such funding is provided.

(2) Recipients of grants and contracts for dissemination under this section shall submit to the Secretary such reports as the Secretary determines appropriate.

§2009. [300z-8] Evaluation and administration

(a) Of the funds appropriated under this subchapter, the Secretary shall reserve not less than 1 per centum and not more than 3 per centum for the evaluation of activities carried out under this subchapter. The Secretary shall submit to the appropriate committees of the Congress a summary of each evaluation conducted under this section.

(b) The officer or employee of the Department of Health and Human Services designated by the Secretary to carry out the provisions of this subchapter shall report directly to the Assistant Secretary for Health with respect to the activities of such officer or employee in carrying out such provisions.

§ 2010. [300z-9] Authorization of appropriations

(a) For the purpose of carrying out this subchapter, there are authorized to be appropriated \$30,000,000 for the fiscal year ending September 30, 1982, \$30,000,000 for the fiscal year ending September 30, 1983, \$30,000,000 for the fiscal year ending September 30, 1984, and \$30,000,000 for the fiscal year ending September 30, 1985.

(b) At least two-thirds of the amounts appropriated to carry out this subchapter shall be used to make grants for demonstration projects for services.

(c) Not more than one-third of the amounts specified under subsection (b) of this section for use for grants for demonstration projects for services shall be used for grants for demonstration projects for prevention services.

§2011. [300z-10] Restrictions

(a) Grants or payments may be made only to programs or projects which do not provide abortions or abortion counseling or referral, or which do not subcontract with or make any payment to any person who provides abortions or abortion counseling or referral, except that any such program or project may provide referral for abortion counseling to a pregnant adolescent if such adolescent and the parents or guardians of such adolescent request such referral; and grants may be made only to projects or programs which do not advocate, promote, or encourage abortion.

(b) The Secretary shall ascertain whether programs or projects comply with subsection (a) of this section and take appropriate action if programs or projects do not comply with such subsection, including withholding of funds.

**Frequently Asked Questions and Answers
Concerning
The Adolescent Family Life Demonstration Projects Grant Program**

1. **Question:** Who administers the Adolescent Family Life (AFL) Demonstration Projects Grant Program?

Answer: The Office of Adolescent Pregnancy Programs (OAPP), Office of Population Affairs, Office of Public Health and Science, U.S. Department of Health and Human Services administers the program.

2. **Question:** What is an Adolescent Family Life Demonstration Project?

Answer: An Adolescent Family Life Demonstration project is a project of limited duration designed to test the feasibility and effectiveness of a theory or approach consistent with the purposes of the legislation. Such demonstrations must be designed in such a way that they can be assessed or evaluated using standard field research methods and replicated in similar situations.

3. **Question:** Who is eligible to receive an OAPP demonstration grant?

Answer: Eligible grant recipients are limited to public or private nonprofit organizations or agencies which demonstrate to the satisfaction of the Secretary the capability of providing the appropriate services.

4. **Question:** May an individual submit a grant application?

Answer: Grants are awarded to organizations rather than individuals. A grant application may be submitted by an individual authorized to act/sign for an organization and to assume the obligations imposed by the legislation and any additional conditions of the grant. However, the grant will not go directly to that individual but to the organization which the individual represents. The organization must establish its non-profit status prior to the issuance of a grant award and accept the responsibility for the use of Federal funds.

5. **Question:** How should applications be submitted?

Answer: Applicants should submit the original application and two copies. The original should be signed by the individual authorized to act/sign for the organization and to assume the obligations imposed by the legislation and any additional conditions of the grant.

Applications should be submitted on Form PHS 5161-1 with the Table of Contents, Narrative,

not to exceed 50 double-space pages typed on one side of the paper, and Appendices on paper no larger than 8-1/2 x 11. All pages must be numbered. Applications should be either secured in the upper left corner (no staples) or attached with rubber bands. Applicants should **not** use covers, binders or tabs and should not include extraneous materials such as agency promotional brochures, slides, tapes, film clips, computer diskettes, etc. It is not feasible to use such items in the review process, and they will be discarded if included.

Applications delivered by the U.S. Postal Service, by a commercial carrier such as Federal Express, or hand-delivered must be submitted to: Grants Management Office, OPA, 4350 East-West Highway, Suite 200, Bethesda, MD 20814.

Applications sent by FAX will not be accepted.

6. **Question:** Are AFL Demonstration projects subject to Intergovernmental Review under Executive Order 12372?

Answer: Yes. Applicants should contact the State Single Point of Contact (SPOC) if the state in which services will be provided participates in this review process. The most current list of SPOCs, as well as a list of those states not participating, is included in this application kit.

7. **Question:** Are there any other non-Federal reviews required for the Demonstration grant applications?

Answer: Yes. The Governor of the State in which services will be provided must be given 60 days to comment on the application.

8. **Question:** Should applicants identify the type of project applied for?

Answer: Yes. To expedite the processing of grant applications, applicants should indicate (1) in the top margin of the face page of the application form, page 1 of PHS 5161-1, (2) in A.1. of the one-page summary of the narrative, and (3) on the mailing envelope that the application is for a **PREVENTION DEMONSTRATION**.

9. **Question:** What is the Catalog of Federal Domestic Assistance number?

Answer: All Federal domestic assistance programs are assigned an identifying number by the Office of Management and Budget. OAPP's number for AFL demonstration projects is 93.995. These numbers are used as a reference to available programs and are published in a complete catalog for easy access by any interested organizations or members of the public.

10. **Question:** Should the application narrative be submitted in a specific format?

Answer: Yes. A suggested outline is provided in the Program Narrative: General Guidance section of this application kit. The 50 typed double-spaced page limitation, plus

Appendices, all pages numbered, should be observed.

11. **Question:** How many years of funding may an applicant request?

Answer: Under terms of this announcement, Adolescent Family Life Demonstration applicants may request funding for new grants for one year only. Although the availability of funding for later years is uncertain, additional funds may be available in Fiscal Year 1998 and following years. If funds do become available, grantees funded under this program announcement will be so informed and will be eligible to reapply for continued funding.

12. **Question:** What is a project period and a budget period?

Answer: The project period is the total time for which support of a project has been programmatically approved by OAPP. For budgetary and reporting purposes, funding is provided in annual increments called budget periods. As grants funded under this announcement will be for one year, the project period and budget period will be the same.

13. **Question:** Is there a limit to the amount of Federal participation in a project?

Answer: Under the terms of Title XX, Federal participation in an AFL demonstration project may not exceed 70 percent of the total cost of the project for the first and second years, 60 percent for the third year, 50 percent for the fourth year and 40 percent for the fifth and final year.

14. **Question:** May the limits of Federal participation be waived?

Answer: Yes. However, criteria for evaluating a request for a waiver of Federal participation requirements will not be known until final regulations for the program are published. It is anticipated that few if any waivers of the Federal participation requirements will be approved.

15. **Question:** What are the usual sources of matching or non-Federal funds?

Answer: Matching funds may be obtained from State and local governments, donations, foundations and the documented valuation of in-kind contributions.

16. **Question:** What are in-kind contributions, and may they be used to meet the matching requirements?

Answer: In-kind contributions represent the value of non-cash contributions provided by the grantees or third parties and may be used to meet matching requirements. In-kind contributions may consist of charges for real property and nonexpendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the grant-supported activity. All in-kind contributions must be fairly valued,

fully documented and auditable.

17. **Question:** May other Federal funds be used as matching funds?

Answer: Generally, no. However, some funds collected on a fee-for-service basis (i.e., Title XIX funds) may be used for matching provided the grantor agency approves it in advance. In some circumstances other Federal legislation authorizes the use of Federal funds for matching purposes, for example, Revenue Sharing.

18. **Question:** Must Adolescent Family Life Demonstration projects charge fees for services?

Answer: Yes. Section 2004(c) of the Title XX statute states that AFL Demonstration project grantees "...shall charge fees for services pursuant to a fee schedule approved by the Secretary as part of the application described in sec. 2006..."

19. **Question:** How are fees for services to be determined?

Answer: Fees for services are to be based on all reasonable direct and indirect costs incurred in the provision of the service.

20. **Question:** Must full fees for services be charged to all clients?

Answer: No. The amount of a fee to be charged shall be adjusted on the basis of the ability of the eligible person to pay.

21. **Question:** May an AFL Demonstration project deny services because of a client's inability to pay?

Answer: No. A grantee under this program may not, in any case, discriminate with regard to the provision of services to any individual because of the individual's inability to provide payment for such services, except that in determining the ability of an unemancipated minor to provide payment for services, the income of the family of an unemancipated minor shall be considered in determining the ability of such minor to make such payments unless the parents or guardian of the unemancipated minor refuse to make such payments.

22. **Question:** Must a fee schedule be submitted with a grant application?

Answer: No. However, a description of the schedule of fees and the corresponding schedule of discounts must be provided in the application (see sec. 2006(a)(16) of the PHS Act). Copies of fee schedules may be required for funded projects.

23. **Question:** What happens to monies collected by projects as fees?

Answer: They are put back into the program, as mandated in the legislation.

24. **Question:** Does Title XX specifically exclude using OAPP grant funds for any activity?

- Answer:**
- A. Yes. Section 2004(b) prohibits the use of AFL grant funds for the provision of family planning services other than counseling and referral services unless appropriate family planning services are not otherwise available in the community. Note: Counseling and referral for family planning services are not permitted as part of a prevention program.
 - B. OAPP funds may not be used to supplant or substitute for costs currently funded from any other source.
 - C. Section 2011(a) prohibits projects from providing abortions or abortion counseling or referral either directly or through subcontract and from advocating, promoting or encouraging abortion.
 - D. For a description of the allowability of specific costs, see Administration of Grants, Federal Regulations, Title 45, Part 74, Subpart Q.

25. **Question:** What are indirect costs (IDC)?

Answer: Indirect costs are costs incurred by an organization that are not readily identifiable with a particular project or program but are nevertheless necessary to the operation of the organization and the performance of its programs. The costs of operating and maintaining facilities (utilities) and administrative salaries are examples of the types of costs that are usually treated as indirect costs.

26. **Question:** Are indirect costs allowable under this program?

Answer: Yes, provided that the applicant has a negotiated indirect cost (IDC) rate agreement with HHS or any other Federal agency, or, if not, the applicant submits a proposal to establish an indirect cost rate agreement no later than three months after the beginning date of the grant budget period. IDC proposals are submitted to the Division of Cost Allocation in the appropriate HHS Regional Office. Applicants which have a negotiated IDC rate should submit a copy of the agreement with the application.

27. **Question:** How detailed should the budget be?

- Answer:**
- A. In filling out Form 424A (budget information), applicants should be sure to complete Section B, Column 2 to include matching funds for each budget line item and to indicate totals in Column 5.
 - B. In addition, applicants should include, on a separate sheet, each personnel position, annual salary, percent of time of project, and total Federal funds requested.

- C. Applicants should also include a budget narrative which justifies each of the budget categories.

28. **Question:** How are the terms "network" and "linkage" defined?

Answer: A network or linkage exists when one agency, acting as an anchor or broker, contacts other agencies which provide for the delivery of services necessary to a comprehensive program and takes responsibility for assuring that all services are in place and delivered. A statewide network also may be created to link a diverse group of agencies at State and local levels.

29. **Question:** May referrals be counted as services? For example, if a program does not provide a particular service essential to the program, may it refer clients to another agency for this service?

Answer: Yes. However, it is not enough simply to make the referral or to call another agency and ask if it will provide the service. An acceptable referral process must include a mechanism for making referrals, a procedure for follow-up of referrals, and a method to evaluate the success of the process in terms of impact on client outcomes. Agreements with other service providers should be in writing.

30. **Question:** Does Title XX law require the project to involve a university or college in the performance of the independent evaluation?

Answer: Yes. However, the independent evaluation may be conducted through another entity with staff from a college or university involved in the monitoring and evaluation of the project. The entities to be involved in the evaluation must be identified, their roles clearly described and their capability documented in the proposal. Their role and willingness to participate in the project should be specified in the written agreement included in the proposal.

31. **Question:** May an applicant/grantee contract with an evaluator affiliated with a research organization rather than with a local college or university?

Answer: Yes. However, the applicant/grantee must still have a working relationship with someone from a college or university in the applicant's state who will serve as a consultant to the program.

32. **Question:** Is it possible to spend more for evaluation of the OAPP sponsored grant than the five percent limit cited in sec. 2006(25)(b)(1) of the law?

Answer: Yes. The five percent limitation applies to Title XX funds. A project may provide additional funds from other sources to carry out its evaluation plan. Under special circumstances OAPP may waive the five percent limitation.

33. **Question:** What is the latest date the grant awards can be issued?

Answer: Grant awards under this program announcement must be issued no later than September 30, 1997.

34. **Question:** Who will make the funding decisions?

Answer: Final grant award decisions will be made by the Deputy Assistant Secretary for Population Affairs, who will take into consideration a review by a multidisciplinary panel of independent reviewers in accordance with objective review criteria as stated in the program announcement.

35. **Question:** If a program receives technical assistance from OAPP during the application process, does this assistance give the applicant priority for funding?

Answer: No. An applicant who receives technical assistance from OAPP during the application process will not receive any special consideration for funding.

36. **Question:** Will OAPP extend the deadline for submission of applications?

Answer: No.

PROGRAM NARRATIVE

**General Guidance for
Adolescent Family Life Prevention Demonstration Applications, FY 1997**

The Office of Adolescent Pregnancy Programs requests that applicants present the narrative portion of the application in the order listed below, not to exceed 50 pages, double spaced, typed on one side of the page only. All pages must be numbered. Additional materials may be appended as noted below. References are to Title XX of the Public Health Service Act, the legislation governing the program.

- I. One-page summary of the proposed demonstration project including:
 - A. Statement indicating that this is a prevention demonstration and whether application is for a local or statewide project
 - B. Type of organization applying (school, state agency, voluntary agency, etc.)
 - C. Geographic area to be served (urban, rural, suburban)
 - D. Description of target population to be served
 - E. Statement of the program intervention
 - F. Brief description of the proposed project

- II. Complete description of the applicant organization, including its decision making authority and structure (e.g., relationship to Board of Directors), its resources, experience, existing program units and/or those to be established if funding is obtained. This description should cover personnel, time and facilities and should contain evidence of the organization's capacity to provide the rapid and effective use of resources needed to conduct the project, collect necessary data and evaluate it.

- III. Rationale for use of the proposed approach based upon previous practice, review of the literature and/or evaluation findings

- IV. Description of the geographic area to be served. Document the incidence of adolescent pregnancy, and describe economic conditions, income levels, existing services and unmet needs in the proposed service area (sec. 2006(a)(1-4)).

- V. Description of program objectives, with a clear statement of results or benefits expected, and consistent with Title XX and with abstinence education as defined in the "Personal Responsibility and Work Opportunity Reconciliation Act of 1996", P.L. 104-193

VI. Detailed description of the demonstration model to be developed and implemented

- A. Description of program, including how applicant will provide services that help pre-adolescents and young adolescents acquire knowledge and skills that will instill healthy attitudes and encourage and support abstinence from sexual activity
- B. Description, if applicable, of how the applicant will add prevention services to supplement existing adolescent health education programs or health service programs in a school or other community setting
- C. Description of how the applicant will provide, directly or by referral, any one or more prevention services (sec. 2006 (a) (5) (B)) and justification of how any service(s) in addition to educational services relating to family life and problems associated with adolescent premarital sexual relations will support or promote the educational component
- D. Description of target group to be served, client recruitment methods and selection criteria
- E. Description of how, as appropriate, the project will be coordinated, integrated and linked to existing services within the service area (sec. 2006(a)(6))
- F. Description of how the applicant will, as appropriate, involve families, voluntary associations, religious and charitable organizations and other groups in the private sector (sec. 2006(a)(21)(A) and (B))

VII. A workplan and timetable

VIII. Estimates of numbers and types of clients expected to be served during the first year, e.g., for prevention projects: preadolescents, male and female; adolescents, male and female; parents, teachers, etc.

IX. Summary of the views of public agencies, providers of services and the general public in the geographical area to be served (sec. 2006(a)(9))

X. Applicant's plan regarding continuation of services at the termination of this Federal funding

XI. Evaluation Plan (sec. 2006(a)(8) and (25); (b)(1)(2)(3))

Detailed description of the evaluation design including:

- A. Description of program intervention(s) and/or process(es) to be tested
- B. Theory upon which program intervention is based
- C. Proposed questions/hypotheses the evaluation will address
- D. Instruments (Include information on reliability and validity of instruments. If new instruments are being designed, describe how reliability and validity will be assessed.)
- E. Sampling plan (recruitment of respondents) and data collection schedule
- F. Data analysis plan, including statistical tests
- G. Comparison/control group recruitment strategies
- H. Description of how the evaluation will fit in with the program, particularly how data will be used for mid-course corrections and ongoing program improvements
- I. Statement of how the evaluator will ensure confidentiality of the data

- J. Qualitative methods in addition to quantitative methods are encouraged. Describe any qualitative methodology planned and how it will be integrated with the required quantitative design. If qualitative methods are being used, include a copy of the interview schedule or a description of how data will be collected.

APPENDICES TO NARRATIVE

Applicants should include the following information as appendices to the narrative portion of the application:

- A. Articles of Incorporation and Mission Statement for private nonprofit organizations
- B. Resumes of key staff and/or position descriptions
- C. Description of how the project will obtain parental consent for services
- D. Letters of commitment and/or support from other service providers
NOTE: If an applicant proposes to add prevention services to supplement an existing program in a school or other community setting, a letter from an authorized official from the existing program confirming specific terms of the collaboration should be included.
- E. Evidence of working arrangements with an evaluator affiliated with a college or university located in the applicant's State. The entities to be involved in the evaluation must be identified, their willingness to participate documented, their role(s) described and their capability documented by attached curriculum vitae.
- F. Copy of Table of Contents of proposed curriculum, plus list of any other instructional materials that will be an integral part of the proposed project

ADDITIONAL REQUIREMENTS

In addition to the requirements for the contents of an application, applicants for grants under the Title XX Adolescent Family Life demonstration grant program must meet the following requirements:

1. Requirements for Review of an Application by the Governor

Section 2006(e) of Title XX of the Public Health Service Act requires that each applicant shall provide the Governor of the State in which services will be provided a copy of each application submitted to the Secretary for a grant for a demonstration project for services under this Title. The Governor has 60 days from the receipt date in which to provide comments to the applicant.

An applicant may comply with this requirement by submitting a copy of the application to the Governor of the State in which the applicant will provide services at the same time the application is submitted to OAPP. To inform the Governor's office of the reason for the submission, a copy of this notice should be attached to the application.

The applicant must provide a copy of the comments or verification that there were no comments to the Grants Management Office, OPA, 4350 East-West Highway, Suite 200, Bethesda, MD 20814 no later than June 30, 1997.*

2. Review Under Executive Order 12372

Applications under this announcement are subject to the review requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) as implemented by 45 CFR Part 100 (Intergovernmental Review of DHHS Programs and Activities) which established a process for consulting with State and local elected officials on proposed Federal financial assistance. As soon as possible, applicants should contact the Governor's office for information regarding the review process designed by their State or the State Single Point of Contact (SPOC) for the State. The currently available listing of the SPOCs which have elected to be informed of the submission of applications is attached. The SPOC's comments should be forwarded to the Grants Management Office; OPA, 4350 East-West Highway, Suite 200, Bethesda, MD 20814. Such comments must be received by the Office of Population Affairs no later than June 30, 1997.*

3. Additional Material

Private nonprofit agencies applying for a grant should include in the appendices a copy of their Articles of Incorporation (By-Laws) and Mission Statement.

4. Workshop

Applicants should include a line item amount for the project director and evaluator to attend a two-day workshop in Washington, DC sponsored by the Office of Adolescent Pregnancy Programs (OAPP).

* **NOTE:** The August 11 date on page 12031 of the enclosed Federal Register notice of March 13, 1997 is incorrect.

Enclosure #6

ASSURANCES REQUIRED BY TITLE XX, PUBLIC HEALTH SERVICE ACT

If funded under Title XX, I provide assurance that:

1. the program will have an ongoing quality assurance program;
2. the program will, where appropriate, have a system for maintaining the confidentiality of patient records in accordance with regulations promulgated by the Secretary;
3. the program will demonstrate its financial responsibility by use of such accounting procedures and other requirements as may be prescribed by the Secretary;
4. the program will have a contractual or other arrangement with the agency of the State (in which the applicant provides services) that administers or supervises the administration of a State Plan approved under Title XIX of the Social Security Act for the payment of all or part of the applicant's costs in providing health services to persons who are eligible for medical assistance under such a State Plan, or will make every reasonable effort to enter into such an arrangement;
5. the program will make, and will continue to make, every reasonable effort to collect appropriate reimbursement for its costs in providing health services to persons who are entitled to benefits under Title V of the Social Security Act, to medical assistance under a State Plan approved under Title XIX of such an Act, or to assistance for medical expenses under any other public assistance program or private health insurance program;
6. the program will make, and continue to make, every reasonable effort to collect appropriate reimbursement for its costs in providing services to persons entitled to services under Parts B and E of Title IV and Title XX of the Social Security Act;
7. the program will make, and will continue to make, every reasonable effort to secure from eligible persons payment for services in accordance with a schedule of fees established for the program;
8. the program will make, and continue to make, every reasonable effort to collect reimbursement for health or other services provided to persons who are entitled to have payment made on their behalf for such services under any Federal or other government program or private insurance program;
9. the program will make, and will continue to make, every reasonable effort to seek reimbursement on the basis of the full amount of fees for services without application of any discount;
10. the program will submit to the Secretary such reports as the Secretary may require to determine compliance with assurances 7-9;
11. the program will make maximum use of funds available under Title X of the Public Health Service Act;
12. the acceptance by any individual of family planning services or family planning information (including educational materials) provided through financial assistance under this Title shall be voluntary and shall not be a prerequisite to eligibility for or receipt of any other services furnished by the applicant;

13. fees collected by the program for services rendered in accordance with this Title shall be used by the program to further the purposes of this Title;
14. the program, if providing both prevention and care services, will not exclude and/or discriminate against any adolescent who receives prevention services and subsequently requires care services as a pregnant adolescent;
15. except as noted below, the program will notify the parents or guardians of any unemancipated minor requesting services from the program and, except as noted below, will obtain the permission of such parents or guardians with respect to the provision of such services and, in the case of a pregnant unemancipated minor requesting services from the program, will notify the parents or guardians within a reasonable period of time;

Exceptions to parent/guardian notification

The program will not notify or request the permission of parent or guardian of any unemancipated minor without the consent of the minor (1) when the minor is solely requesting pregnancy testing or treatment for venereal disease, (2) when the minor is the victim of incest involving a parent, (3) if an adult sibling of the minor or an adult aunt, uncle, or grandparent who is related to the minor by blood certifies to the grantee that notification of the parents or guardians of such minor would result in physical injury to such minor, and (4) if such parents or guardians are attempting to compel such minor to have an abortion;

16. the program will emphasize, primarily, services to adolescents 17 years of age and under who are not able to obtain needed assistance through other means;
17. funds received under this Title shall supplement and not supplant funds received from any other Federal, State or local program or any private sources of funds;
18. the program will conduct evaluations of the effectiveness of services supported under this Title in accordance with the terms indicated in Section 2006(b) of Title XX of the PHS Act; and
19. the program will comply with the requirements stated in Section 2011(a) of Title XX of the PHS Act.

Acceptance is hereby indicated by the applicant of all assurances above.

 Date Title Signature

Enclosure #7

STATE SINGLE POINT OF CONTACT LISTING MAINTAINED BY OMB

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, "the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development." This attached listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

January 22, 1997

OMB STATE SINGLE POINT OF CONTACT LISTING*

ARIZONA

Joni Saad
Arizona State Clearinghouse
3800 N. Central Avenue
Fourteenth Floor
Phoenix, Arizona 85012
Telephone: (602) 280-1315
FAX: (602) 280-8144

ARKANSAS

Mr. Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 W. 7th St., Room 412
Little Rock, Arkansas 72203
Telephone: (501) 682-1074
FAX: (501) 682-5206

CALIFORNIA

Grants Coordinator
Office of Planning & Research
1400 Tenth Street, Room 121
Sacramento, California 95814
Telephone: (916) 323-7480
FAX: (916) 323-3018

DELAWARE

Francine Booth
State Single Point of Contact
Executive Department
Office of the Budget
Thomas Collins Building
P.O. Box 1401
Dover, Delaware 19903
Telephone: (302) 739-3326
FAX: (302) 739-5661

DISTRICT OF COLUMBIA

Charles Nichols
State Single Point of Contact
Office of Grants Mgmt. & Dev.
717 14th Street, N.W. Suite 400
Washington, D.C. 20005
Telephone: (202) 727-6554
FAX: (202) 727-1617

FLORIDA

Florida State Clearinghouse
Department of Community Affairs
2740 Centerview Drive
Tallahassee, Florida 32399-2100
Telephone: (904) 922-5438
FAX: (904) 487-2899

GEORGIA

Tom L. Reid, III
Coordinator
Georgia State Clearinghouse
270 Washington Street, S.W. - 8th Floor
Atlanta, Georgia 30334
Telephone: (404) 656-3855
FAX: (404) 656-3828

ILLINOIS

Virginia Bova, State Single Point of Contact
Illinois Department of Commerce and
Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, Illinois 60601
Telephone: (312) 814-6028
FAX: (312) 814-1800

INDIANA

Frances Williams
State Budget Agency
212 State House
Indianapolis, Indiana 46204-2796
Telephone: (317) 232-5619
FAX: (317) 233-3323

IOWA

Steven R. McCann
Division for Community Assistance
Iowa Department of Economic
Development
200 East Grand Avenue
Des Moines, Iowa 50309
Telephone: (515) 242-4719
FAX: (515) 242-4859

KENTUCKY

Ronald W. Cook
Office of the Governor
Department of Local Government
1024 Capitol Center Drive - Suite 340
Frankfort, Kentucky 40601-8204
Telephone: (502) 573-2382
FAX: (502) 573-2512

MAINE

Joyce Benson
State Planning Office
184 State Street
38 State House Station
Augusta, Maine 04333
Telephone: (207) 287-3261
FAX: (207) 287-6489

MARYLAND

William G. Carroll
Manager, Plan & Project Review
Maryland Office of Planning
301 W. Preston Street - Room 1104
Baltimore, Maryland 21201-2365
Staff Contact: Linda Janey
Telephone: (410) 767-4490
FAX: (410) 767-4480

MICHIGAN

Richard Pfaff
Southeast Michigan Council of
Governments
660 Plaza Drive - Suite 1900
Detroit, Michigan 48226
Telephone: (313) 961-4266
FAX: (313) 961-4869

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
455 North Lamar Street
Jackson, Mississippi 39202-3087
Telephone: (601) 359-6762
FAX: (601) 359-6764

MISSOURI

Lois Pohl
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Room 760, Truman Building
Jefferson City, Missouri 65102
Telephone: (314) 751-4834
FAX: (314) 751-7819

NEVADA

Department of Administration
State Clearinghouse
Capitol Complex
Carson City, Nevada 89710
Telephone: (702) 687-4065
FAX: (702) 687-3983

NEW HAMPSHIRE

Jeffrey H. Taylor
Director, New Hampshire Office of State
Planning
Attn: Intergovernmental Review Process
Mike Blake
2 1/2 Beacon Street
Concord, New Hampshire 03301
Telephone: (603) 271-2155
FAX: (603) 271-1728

NEW MEXICO

Robert Peters
State Budget Division
Room 190 Bataan Memorial Building
Santa Fe, New Mexico 87503
Telephone: (505) 827-3640

NEW YORK

New York State Clearinghouse
Division of the Budget
State Capitol
Albany, New York 12224
Telephone: (518) 474-1605
FAX: (518) 486-5617

NORTH CAROLINA

Chrys Baggett, Director
N.C. State Clearinghouse
Office of the Secretary of Admin.
116 West Jones Street - Suite 5106
Raleigh, North Carolina 27603-8003
Telephone: (919) 733-7232
FAX: (919) 733-9571

NORTH DAKOTA

North Dakota Single Point of Contact
Office of Intergovernmental Assistance
600 East Boulevard Avenue
Bismarck, North Dakota 58505-0170
Telephone: (701) 224-2094
FAX: (701) 224-2308

OHIO

Larry Weaver
State Single Point of Contact
State Clearinghouse
Office of Budget and Management
30 East Broad Street, 34th Floor
Columbus, Ohio 43266-0411

Please direct correspondence and questions
about intergovernmental review to:

Linda Wise
Telephone: (614) 466-0698
FAX: (614) 466-5400

RHODE ISLAND

Kevin Nelson
Review Coordinator
Department of Administration
Division of Planning
One Capitol Hill, 4th Floor
Providence, Rhode Island 02908-5870
Telephone: (401) 277-2656
FAX: (401) 277-2083

Please direct correspondence and questions to:

Review Coordinator
Office of Strategic Planning

SOUTH CAROLINA

Rodney Grizzle
State Single Point of Contact
Grant Services
Office of the Governor
1205 Pendleton Street - Room 331
Columbia, South Carolina 29201
Telephone: (803) 734-0494
FAX: (803) 734-0356

TEXAS

Tom Adams
Governors Office
Director, Intergovernmental Coordination
P.O. Box 12428
Austin, Texas 78711
Telephone: (512) 463-1771
FAX: (512) 463-1880

UTAH

Carolyn Wright
Utah State Clearinghouse
Office of Planning and Budget
Room 116 State Capitol
Salt Lake City, Utah 84114
Telephone: (801) 538-1535
FAX: (801) 538-1547

WEST VIRGINIA

Fred Cutlip, Director
Community Development Division
W. Virginia Development Office
Building #6, Room 553
Charleston, West Virginia 25305
Telephone: (304) 558-4010
FAX: (304) 558-3248

WISCONSIN

Jeff Smith
Section Chief, State/Federal Relations
Wisconsin Department of Administration
101 East Wilson Street - 6th Floor
P.O. Box 7868
Madison, Wisconsin 53707
Telephone: (608) 266-0267
FAX: (608) 267-6931

WYOMING

Matthew Jones
State Single Point of Contact
Office of the Governor
200 West 24th Street
State Capitol, Room 124
Cheyenne, WY 82002
Telephone: (307) 777-7446
FAX: (307) 632-3909

TERRITORIES**GUAM**

Mr. Giovanni T. Sgambelluri, Director
Bureau of Budget and Management Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
FAX: 011-671-472-2825

PUERTO RICO

Norma Burgos/Jose E. Caro
Chairwoman/Director
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (809) 727-4444
(809) 723-6190
FAX: (809) 724-3270
(809) 724-3103

NORTH MARIANA ISLANDS

Mr. Alvaro A. Santos, Executive Officer
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2256
FAX: (670) 664-2272
Contact person: Ms. Jacoba T. Seman
Federal Programs Coordinator
Telephone: (670) 664-2289
FAX: (670) 664-2272

VIRGIN ISLANDS

Nellon Bowry
Director, Office of Management and Budget
#41 Norregade Emancipation Garden
Station, Second Floor
Saint Thomas, Virgin Islands 00802

Please direct all questions and correspondence
about intergovernmental review to:

Linda Clarke
Telephone: (809) 774-0750
FAX: (809) 776-0069

If you would like a copy of this list faxed to your office, please call our publications office at: (202) 395-9068

*In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," this listing represents the designated State Single Points of Contact. The jurisdictions not listed no longer participate in the process BUT GRANT APPLICANTS ARE STILL ELIGIBLE TO APPLY FOR THE GRANT EVEN IF YOUR STATE, TERRITORY, COMMONWEALTH, ETC DOES NOT HAVE A "STATE SINGLE POINT OF CONTACT." STATES WITHOUT "STATE SINGLE POINTS OF CONTACT" INCLUDE: Alabama, Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts, Palau; Minnesota; Montana; Nebraska; New Jersey; Oklahoma; Oregon; Pennsylvania; South Dakota; Tennessee; Vermont; Virginia; and Washington. This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.

Enclosure #8

APPLICATION CHECKLIST

The following items must be included in the Adolescent Family Life Demonstration grant application package submitted to the Office of Adolescent Pregnancy Programs. Items marked with an * appear in the checklist on page 25 of the Application Form PHS 5161-1; they are included here for guidance in assembling the material in a consistent sequence.

ITEM	YES
* Original copy of a dated application with an original signature (not a duplicated copy) of an official with the authority to commit the applicant organization to the terms and conditions of a grant, if a grant is awarded	
Two additional copies of the application	
Type of application indicated in upper margin of face page of application: PREVENTION-DEMONSTRATION PROJECT	
Table of contents with identifying sections and numbered pages	
Material assembled in the following recommended order:	
* Application forms	
* Budget justification	
Explanation of the sources of required matching contributions	
Description of fee schedule and schedule of discounts	
Required Assurances signed by the official who signs the application; refer to Title XX legislation, sec. 2006(a)(10-15), 16(A)(B)(C), 17-20, 22(A)(B)(C), 23,24	
* Assurances - Non Construction Programs (Standard Form 424B (4-88), signed by the official who signs the application	
* Certifications regarding 1) Debarment and Suspension, 2) Drug-Free Workplace Requirements, 3) Lobbying, 4) Program Fraud Civil Remedies Act (PFCRA), and 5) Environmental Tobacco Smoke signed by the official who signs the application	
Disclosure of Lobbying Activities, if applicable	
Proof of eligibility to receive a grant (evidence of nonprofit status)	
* Evidence of submission to the SPOC and to the Governor	
Project Narrative in order suggested in Enclosure 4	

Appendices	
Articles of Incorporation and Mission Statement for private nonprofit organizations	
* Resumes of key staff and/or position descriptions	
Description of how the project will obtain parental consent for services	
Letters of commitment and/or support from other services providers	
Letter of commitment from an evaluator affiliated with a college or university located in the applicant's state	
Table of Contents of proposed curriculum, plus list of any other instructional materials that will be an integral part of the proposed project	
Confirmation of Application Receipt on back cover (Applicant should complete and return with Original Application)	

CONFIRMATION OF APPLICATION RECEIPT FOR PREVENTION - DEMONSTRATION PROJECT

This Section to be Completed by Applicant:

Name of Project Director: Telephone:
Applicant Organization (name and address):
Department (if applicable):

FOR OFFICE USE ONLY

Your Prevention Demonstration Project Application was received on this Date:
Your Application Number is: _____ Please refer to this number in future inquiries, correspondence, etc.