



ASSOCIATION OF MATERNAL & CHILD HEALTH PROGRAMS

Summary of the Application Process and Timelines for the State Personal Responsibility Education Program and Abstinence Education Grant Program

On July 30 the U.S Department of Health and Human Services released two Funding Opportunity Announcements for the new State Personal Responsibility Education Program and the continued State Abstinence Education Grant Program. The full announcements are available here:

State Personal Responsibility Education Program (PREP)

<http://www.acf.hhs.gov/grants/open/foa/view/HHS-2010-ACF-ACYF-PREP-0125>

State Abstinence Education Grant Program

<http://www.acf.hhs.gov/grants/open/foa/view/HHS-2010-ACF-ACYF-AEGP-0123>

Following is a summary of the application process and key deadlines:

STATE PERSONAL RESPONSIBILITY EDUCATION PROGRAM

KEY DEADLINES

FY 2010 Abbreviated Application Due: August 30, 2010

FY 2010 Post-Award State Plans Due: February 1, 2011

FY 2011 Applications and State Plans: April 29, 2011

“The Administration for Families and Children (ACF), Administration on Children, Youth and Families’ (ACYF) Family and Youth Services Bureau (FYSB) is accepting mandatory formula grant applications from States and Territories for the development and implementation of the Personal Responsibility Education Program (PREP). The [FOA] announcement sets forth the application requirements, the application process, and other administrative and fiscal requirements on how to apply for funding in FY 2010 and FY 2011.”

Application Process: FY 2010 State Personal Responsibility Education Program (PREP) – there are two steps that must be completed to utilize the FY2010 PREP Funding:

1) Step 1: Federally required standard application documents and an abbreviated program narrative as outlined in FOA, which is due August 30, 2010. This abbreviated application includes the following:

1. Application for Federal Assistance SF-424
2. Project/Performance Site Location(s) SF-P/PSL
3. Budget Information-Non-construction Programs – SF-424A
4. Assurance – SF-424B – Non-construction Programs
5. Letter from the Authorized Representative (Transmittal Letter)
6. Abbreviated Program Narrative (should not exceed 10 pages double spaced)
7. Certification Regarding Lobbying
8. Certification Regarding Environmental Tobacco Smoke
9. SF-LLL – Disclosure of Lobbying Activities, if applicable

2) Step 2: Post-Award State Plan which is outlined in the FOA and due on February 1, 2011. The Post-Award Plan includes the following:

1. Application for Federal Assistance SF-424 (as applicable to address modifications)
2. Project/Performance Site Location(s) SF-P/PSL (as applicable to address modifications)
3. Budget Information-Non-construction Programs – SF-424A (as applicable to address modifications)
4. Letter from the Authorized Representative (Transmittal Letter)
5. Table of Contents
6. State Plan Abstract
7. Program Narrative
8. Budget Narrative/Justification
9. Appendices

The approval decisions of Post-Award State Plans for FY 2010 by ACYF are estimated to be made by **June 6, 2011**.

FY 2011 State Personal Responsibility Education Program–Due April 29, 2011. “Applicants that did not submit applications for funding in FY 2010 and are submitting applications for funding on FY 2011 for the first time must submit all documents listed [below] with their initial application submission for FY 2010 and/or FY 2011 funds.”

Application for Funding and State Plan Checklist:

1. Application for Federal Assistance SF-424
2. Project/Performance Site Location(s) SF-P/PSL
3. Budget Information-Non-construction Programs – SF-424A
4. Assurance – SF-424B – Non-construction Programs
5. Letter from the Authorized Representative (Transmittal Letter)
6. Table of Contents
7. State Plan Abstract
8. Program Narrative
9. Budget Narrative/Justification
10. Appendices
11. Certification Regarding Lobbying
12. Certification Regarding Environmental Tobacco Smoke
13. SF-LLL – Disclosure of Lobbying Activities, if applicable

Awards of the approval of State Plans for FY 2011 are estimated to be made by **September 30, 2011**.

If a State does not submit an application in FY 2010 or FY 2011, the State is ineligible to apply for funds from the amounts allotted for each of the fiscal years FY 2012 through FY 2014.

Cost-sharing or Matching: Cost-sharing or matching of non-Federal funds is **not** required.

ABSTINENCE EDUCATION GRANT PROGRAM KEY DEADLINES

Application for Funding Due: August 30, 2010

Post-Award State Plan Due: December 10, 2010

Application Process: “The process for fulfilling requirements necessary to utilize FY 2010 Abstinence funding will include a two step process for States to submit an initial application for award and a post-award State plan.”

- 1) **Step 1: Submission of an application for funding due August 30, 2010**, which will include the federally required standard application documents, assurances and other documents as outlined in the FOA. This application must include the following:
 1. Application for Federal Assistance (SF-424) and Project/Performance Site Location(s) (SF-P/PSL)
 2. Letter from the Authorized Representative (Transmittal Letter)
 3. Application Abstract (including abbreviated project narrative which must not exceed five pages double spaced)
 4. Certification Regarding Lobbying
 5. Certification Regarding Environmental Tobacco Smoke (certified by signing application)
 6. Assurance for Non-construction Projects (SF-424B)
 7. Disclosure of Lobbying Activities, if applicable (SF-LLL)

- 2) **Step 2: The submission of a post-award State Plan due December 10, 2010**, which includes the implementation plan as outlined in the FOA and any applicable modifications and updates to the application narrative components and appendices. The Post-Award State Plan must include the following:
 1. State Plan Cover Page
 2. Table of Contents
 3. Program Narrative
 4. Appendices
 5. Application for Federal Assistance (SF-424) and Project/Performance Site Location(s) (SF-P/PSL)
 6. Budget Information-Non-construction Programs – SF-424A
 7. Budget Narrative/Justification

Matching or Cost Share: “The applicant must fund at least 43 percent (3/7) of the project’s total cost with non-Federal resources while ACF will fund no more than 57 percent (4/7) of the project’s total cost (section 503(a) of the Social Security Act (42 U.S.C. §703(a)). For example, if a State’s total program cost is \$100,000, the ACF will award \$57,000 and the State must provide a match of \$43,000. The match may be State dollars, local government dollars, private dollars, such as foundation dollars, or in-kind support.

The non-Federal match must be used solely for the activities enumerated under Section 510 of the Social Security Act and must be accounted for on the Financial Status Report (SF-269A).

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.”

Approval Dates: States that submit an application that is approved will receive a grant award by September 30, 2010. The funds must be obligated by the end of FY 2011 and expended by the end of FY 2012.