



Division of Family & Children Services

**FFY 2014  
Personal Responsibility Education Program (PREP)  
Statement of Need  
(SON)**

*Support for Evidence Based Interventions to  
Prevent Teen Pregnancy*

**Release Date:**  
February 25, 2013

**Deadline for Application Submission:**  
March 25, 2013 – 4 PM, EST

**Application and Proposal Guidelines**

***PLEASE NOTE:*** The Department of Human Services, Division of Family and Children Services reserves the right to make any updates to this SON while it is posted.

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## Procurement Timeline

<b>SON Release Date</b>	<b>February 25, 2013</b>
<b>Potential Applicant Conference Calls</b>	<b>March 1, 2013- 11AM and 1PM</b>
<b>Application &amp; Proposals Due</b>	<b>March 25, 2013</b>
<b>Award Notification</b>	<b>April 19, 2013</b>
<b>Contract Negotiation</b>	<b>April 19-May 3, 2013</b>
<b>Post-Award Documents Due From Successful Applicants</b>	<b>May 10, 2013</b>
<b>New Contractor Orientation</b>	<b>October 2013</b>
<b>Contract Period</b>	<b>October 1, 2013-September 30, 2014</b>

Georgia Department of Human Services  
Division of Family & Children Services

## Personal Responsibility Education Program (PREP)

### Statement of Need (SoN) Overview

The Georgia Department of Human Services (DHS), Division of Family and Children Services (DFCS), Personal Responsibility Education Program (PREP) is accepting applications from existing public and private youth development entities located in Bibb, Cobb, Chatham, Clayton, DeKalb, Dougherty, Fulton, Gwinnett, Muscogee, and Richmond counties to support them in implementing evidence-based and medically accurate health education program models. Funded programs must target youth at disproportionate risk (YDR) between the ages of 10-19 (up to 21 if pregnant or parenting). For the purpose of this funding announcement, youth at disproportionate risk are recognized as those who are: homeless, in foster care, pregnant and/or parenting, adjudicated delinquent (DJJ), racial/ethnic minorities (African American, Hispanic/Latino), and cultural minority youth including youth who identify as Lesbian, Gay, Bi-Sexual, Transgendered, Questioning (LGBTQ). Successful applicants will be required to implement (with fidelity) a DHS approved evidenced based curriculum that has been proven on the basis of scientific research to (1) delay sexual activity, (2) increase condom and contraceptive use, or (3) reduce pregnancy among youth. In addition to implementing the evidenced based health education program models, successful applicants will also be required to implement a DHS approved program designed to educate youth on healthy relationships, healthy life skills, and adolescent development. This announcement sets forth the application requirements, the application process, and other administrative and fiscal requirements on how to apply for funding under this competitive funding solicitation.

### **Implementation of Evidence-Based Programs**

Successful applicants shall increase the number of youth within the target community who receive evidence-based programs and adult preparation skills to prevent teen pregnancy. The DHS/DFCS PREP Program has identified five sex education programs for replication that are supported by evidence and proven to help reduce teen pregnancy and related risky sexual behaviors. The three required adult preparation subjects (healthy relationships, healthy life skills, and adolescent development) have been pre-selected by DHS. These subjects will be addressed through the 6 Core lessons of the Relationship Smarts Plus (RS+) Curriculum. No additional teen pregnancy prevention programs or curricula will be approved for implementation under this SoN. DHS will provide training and technical assistance on the chosen program model(s) for successful applicants at no cost. All program models must be implemented using one of the approved DHS Implementation Schedules (see Applied Work Plan). More information on these programs can be found at: <http://gaprep.dhr.state.ga.us/Maintenance/DisplayPage.aspx?PageID=2>

### **Technical Assistance**

Potential Applicant Conference Calls: GA-PREP will conduct a series of conference calls (see Procurement Timeline for conference call dates and times) for all interested applicants to provide technical assistance (TA) and respond to any questions regarding the Statement of Need (SoN) process. Interested applicants will need a telephone to join a conference call. **The conference line can hold up to 50 callers: 1-877-810-9415; passcode: 8019866.** All calls will be recorded and instructions for accessing calls will be available at: <http://gaprep.dhr.state.ga.us>

## Mission, Vision, and Goal for Georgia PREP Initiative

**Mission** - To provide high risk youth in Georgia free access to evidence-based teen pregnancy prevention programs and supplemental adult preparation subjects.

**Vision**- Through a unified state effort, Georgia's PREP initiative will target high risk youth populations that are most vulnerable for pregnancies and STI's or otherwise have special circumstances, including (1) youth in foster care, (2) pregnant and parenting youth under 21, (3) youth residing in areas with high teen birth rates, and (4) culturally underrepresented youth populations including Hispanic, African American, and LGBTQ youth.

**Overall Goal**- To reduce the teen pregnancy, STI, and HIV/AIDS rates by 5% among high risk youth ages 10-19 who participate in PREP

*\*\*Short-Term Outcomes:*

- 80% of youth participants will demonstrate increased knowledge and awareness of teen pregnancy, HIV and STI prevention
- 70% of youth participants will demonstrate an increased understanding of strategies and skills needed to develop healthy intimate partner relationships that delay sexual intercourse.
- 80% of youth participants will report an increased intention to abstain from sexual intercourse.
- 80% of youth participants will report an increased intention to use condoms/contraceptives when sexually active.

*\*\*\*Long-Term Outcomes:*

- Reduce teen pregnancy rate by 5% for youth in the 10 PREP targeted counties.
- To reduce birth rate by 5% among youth in the 10 PREP targeted counties.
- To reduce HIV/STI by 5% among youth in the 10 PREP targeted counties.

*\*\*Short term outcomes were developed based on malleable protective factors that have been shown to reduce and prevent teen pregnancy.*

*\*\*\*Long term outcomes were developed based on state and county level data showing the communities with the highest pregnancy, birth, STI, and HIV/AIDS rates.*

## SECTION A- GENERAL FUNDING INFORMATION

### **I. Statutory Authority**

The United States President signed into law the Patient Protection and Affordable Care Act on March 23, 2010. The Act amended Title V of the Social Security Act to include a new formula grant program entitled the Personal Responsibility Education Program (PREP). Funds must be used for a program designed to educate adolescents on both abstinence and contraception to prevent pregnancy and sexually transmitted infections (STIs), including HIV/AIDS, and at least three adulthood preparation subjects.

### **II. Target Populations**

Funded PREP programs must provide services to youth in one of the 10 targeted PREP counties. Youth are defined as those who have attained age 10 but have not attained age 20. Programs may serve pregnant and parenting youth up to age 21. Applicants are required to provide specific information about the YDR target population(s) to be served in the proposal narrative. YDR populations are recognized as those who are: homeless, in foster care, pregnant and/or parenting, adjudicated delinquent (DJJ), racial/ethnic minorities (African American, Hispanic/Latino), and cultural minority youth including youth who identify as Lesbian, Gay, Bi-Sexual, Transgendered, Questioning (LGBTQ).

In an effort to prevent duplication of efforts to targeted youth populations, DHS/DFCS has outlined the target populations that various applicants must apply for funding under.

<b>Public Health Agencies</b>	<b>Public Education Agencies and Local County Governments</b>	<b>Non-Profit Agencies</b> <i>(Must Have Active/Compliance Status)</i>
<ul style="list-style-type: none"> <li>• Foster Youth</li> <li>• Pregnant and Parenting Youth (<i>in foster care</i>)</li> <li>• African American Youth</li> <li>• Hispanic/Latino Youth</li> </ul>	<ul style="list-style-type: none"> <li>• Homeless Youth</li> <li>• Adjudicated Youth (DJJ)</li> <li>• Pregnant and Parenting Youth</li> <li>• LGBTQ Youth</li> </ul>	<ul style="list-style-type: none"> <li>• Pregnant and Parenting Youth</li> <li>• LGBTQ Youth</li> <li>• Youth living with HIV/AIDS</li> <li>• African American Youth</li> <li>• Hispanic Youth</li> <li>• Adjudicated Youth (DJJ)</li> </ul>

### **III. Eligibility Information**

State government agencies, public education agencies, local county governments, and non-profit organizations in the 10 target counties (Bibb, Cobb, Chatham, Clayton, DeKalb, Dougherty, Fulton, Gwinnett, Muscogee, and Richmond) may apply for funding under this SoN. While the agency does not have to be based (i.e. registered) in one of the 10 targeted PREP counties to apply, PREP programming must occur in one or more of the ten targeted PREP counties. Applications from agencies and organizations proposing to serve youth outside of the ten targeted counties will not be reviewed. Additionally, agencies and organizations on the State Debarred Contractor List and Federal Excluded Parties List are ineligible to apply for funding.

#### **IV. Award Information**

Under this announcement, an appropriation in the amount of **\$850,000.00** will be allotted to successful applicants (sub-recipients). The approximate floor of individual awards range is \$20,000 with a ceiling of \$35,000. The appropriated funds will fund approximately 22 awards. Agencies and organizations that have been selected as DHS Personal Responsibility Education Program (PREP) funding award recipients will be notified via email on or before April 19, 2013. Contracts will be awarded annually for three years contingent upon contract compliance, continuation proposals, and availability of funding. The initial contract period will run from October 1, 2013 – September 30, 2014 or date contract is fully executed (if after October 1, 2013) through September 30, 2014.

This is a **reimbursement** only grant. Funded sub-recipients must initially expend their own funds prior to receiving reimbursements. Therefore, it is highly recommended and expected that all grantees have the capital to sustain full program operations for a minimum of three months.

***Important Note: The contract MUST be fully executed before any service provision can begin.***

#### **Use of Funds**

Awarded PREP funds must be used for the delivery of approved evidenced based pregnancy prevention and adult preparation services to vulnerable at-risk youth between the ages of 10-19 residing in one of the ten targeted county areas. Funds may be used to cover costs of personnel, supplies, instructional materials, grant-related travel, and other grant-related costs. Allowable administrative functions/costs include usual and recognized overhead, including indirect rates for all consortium organizations that have an approved indirect cost rate, and management and oversight of specific project components funded under this program.

#### **Funding Restrictions and Limitations**

Under this funding source, sub-recipients are not allowed to use funds to support inherently religious activities, including, but not limited to, religious instruction, worship, prayer, or proselytizing. Funds may not be used for building alterations or renovations, construction, fundraising activities, political education or lobbying. Funds under this announcement cannot be used to supplant or replace current public or private funding, to supplant ongoing or usual activities of any organization involved in the project, to purchase or improve land, to purchase, construct, or make permanent improvements to any building, or to reimburse pre-award costs.

##### **A. Program Evaluation Costs**

Evaluation design and analysis will be coordinated by DHS. If an applicant plans to implement a more extensive evaluation plan, then these costs must be covered by other funding sources.

##### **B. Cost Sharing or Matching**

Cost-sharing or matching of non-Federal funds is not required under this announcement. Although there is no statutory match requirement for this SoN, leveraging other resources and related ongoing efforts to promote sustainability is encouraged. Leveraging of other funding sources should be documented in the budget narrative section.

### **Required Travel for Training (must be included in budget)**

1. *Orientation:* Successful applicants will be required to attend a two day orientation in October 2013. At least one staff member will be required to attend both days of training (in Metro Atlanta).
2. *Curriculum Training:* Successful applicants will be required to attend 1- three (3) day sex education training and 1- two (2) day Relationship Smarts Plus curriculum training. Curriculum trainings will be provided by DHS and are tentatively scheduled to be held in the Metro Atlanta Area in early fall 2013.
3. *Professional Development Training:* In addition to the Orientation and Curriculum Training, successful applicants must plan to attend three (3)- 1 day trainings (in the Metro Atlanta Area) and 3 webinar trainings. Topics for these trainings will be based on the organizational needs assessments and may include topics such as recruitment and retention strategies, funding sustainability, communicating evaluation results, working with special populations, and strategies for building capacity within organizations.

### **VI. Reporting Requirements**

GA-PREP will monitor awarded applicants to promote accountability. Monitoring ensures the mutual success of DHS and the sub-recipients in achieving contract deliverables. Annual work plans will be reviewed by the assigned GA-PREP State Coordinator, GA-PREP Operations Analyst, and/or GA-PREP contracted evaluator. Monitoring will occur routinely through ongoing communication between GA-PREP and sub-recipients, annual administrative site visits, and sub-recipients reporting (i.e., work plan, monthly fiscal and programmatic reports, and process and outcome performance measures). Funded sub-recipients will be required to adhere to the programmatic and fiscal reporting requirements as described below:

#### *Monthly Fiscal Report*

A detailed expenditure report and invoice is required on the 10<sup>th</sup> business day following the close of each month. The expenditure report must provide an itemized description of how the funding was used to support implementation and deliverable attainment. Sub-recipients will be required to maintain current documentation including receipts, purchase requisitions, sub-contracts, and memorandums of understanding.

#### *Programmatic Reports*

Monthly Programmatic and Fidelity Monitoring reports will be required along with the monthly fiscal report on the 10<sup>th</sup> business day following the close of each month. The *Monthly Programmatic Report* will describe progress on achieving work plan deliverables and associated measures. The *Fidelity Monitoring Logs* will be used to assess sub-recipients compliance with implementing curricula with integrity.

#### *Youth Entry and Exit Surveys*

In a concerted effort to evaluate program impact, each youth participating in activities funded through GA-PREP will be administered an entry and exit survey. This survey will be supplied by GA-PREP and provide a measure of a youth's risk and protective factors against unintended



pregnancy, HIV/STIs, and other unhealthy behaviors. When feasible, this survey should be re-administered within 30, 60 and 90 days of program participation with the intent of measuring influence on targeted behavior.

*Training and Technical Assistance*

Funded sub- recipients must participate in required meetings, trainings, technical assistance calls, and site visits as required by GA-PREP.

## SECTION B- CONTRACT REQUIREMENTS

If awarded funding, the sub- recipient will have to follow the contract deliverables outlined below:

1. Implement with fidelity, at minimum one (1) of the evidence-based programs identified by the Department to at risk youth with the intent to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth or reducing pregnancy among youth. The following curricula are approved for PREP funding:
  - I. Making A Difference
  - II. Making Proud Choices
  - III. !Cuidate!
  - IV. Be Proud! Be Responsible! Be Protective!
  - V. Reducing the Risk
2. Integrate at least three (3) adult preparation subjects from the identified curricula selected by the Department. Provide high quality instruction that teaches needed skills for healthy physical and emotional development, which may include among others: forming healthy relationships, parent-child communication, financial literacy, and educational success. The following curricula is approved for adulthood preparation:
  - I. Relationship Smarts Plus
3. Ensure service provision is provided to teens/young adults, ages 10 – 19, as outlined by an approved DHS work-plan. Pregnant and Parenting youth may be served up to age 21.
4. Participate in required training on each of the selected curricula and other required training as identified by the Department.
5. Ensure and verify all staff has the required certifications, trainings and /or credentials for PREP service provision. DHS reserves the right to be the final approver for service providers.
6. Ensure all recipients of service have completed a DHS approved registration form prior to commencing programming.
7. Complete and submit an original sign-in sheet and corresponding fidelity monitoring forms per implementation session and submit along with monthly programmatic report as verification of service provision.
8. Complete and submit monthly invoices and programmatic reports to the assigned DHS State PREP Coordinator.
9. Attend all mandatory meetings and training as required by DHS.
10. Develop and implement a minimum of two community outreach events in support of approved DHS National Health Observation.

## SECTION C-PROPOSAL NARRATIVE

This Statement of Need has been issued by the Georgia Department of Human Services, Division of Family and Children Services- Personal Responsibility Education Program to seek proposals from eligible entities to implement personal responsibility education programs that replicate evidence-based effective program models that have been proven on the basis of scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth and incorporate three adult preparation subjects.

All of the items described in this section are service provisions, levels and/or terms and conditions that the DHS Personal Responsibility Education Program (PREP) expects to be satisfied by selected contractors. Each agency/organization must indicate and describe its willingness and ability to satisfy these requirements, where requested (**See Section E for proposal narrative format requirements**).

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1. **Table of Contents** (No page limit-0 pts): Provide a detailed table of contents including all strategies for the entire submission package that includes all of the documents being submitted in the application and headers in the project narrative section.
2. **Proposal Abstract** (1 page- 5 pts): Provide a concise summary of the proposed project activities including a) statement of need; b) definition of targeted geographic location; c) description of the target YDR population and d) number of youth to be served.

### **EXPERIENCE & CAPACITY (not to exceed 8 pages) - 40 Points**

This section of the proposal is intended to convey the experience and capacity of the applicant, its staff and any collaborating partners to carry out the scope of services. It should convince reviewers that the applicant is the most qualified candidate to provide the services requested.

**1.1** Describe the applicant's overall *mission, program, and services*, and indicate how implementing teen pregnancy prevention programming aligns with agencies overall mission.

**1.2** Describe the organizational experience (both programmatic and financial) that qualifies it to manage this project. Applicant should describe experience in planning and administering adolescent HIV, STD, and/or teen pregnancy prevention programs and services.

**1.3** Briefly describe the applicant's staffing and project management capacity as it relates to the implementation of the requirements outlined in this announcement. Applicants must clearly delineate the roles and responsibilities of project staff and their qualifications and the elements of project management required to execute the award. Include information about any contractual organization(s) that will have a significant role(s) in implementing program activities and achieving project outcomes. Specify who would have day-to-day responsibility for key tasks. Applicants should identify and describe the qualifications and experience, and roles and responsibilities of the project director and all project staff. Applicants may describe how they will assess staff competencies and develop a plan to address gaps through organizational and individual training and development opportunities as it relates to the implementation of the requirements outlined in this announcement. Include resumes for the project director and all staff involved in the project. Resumes should be included as application attachments and will not be counted toward page limits.

**1.4.** Describe how the sex education and RS+ program model you select (from the list of DHS/DFCS approved program models in Appendix A) will meet the needs of and are tailored to the unique cultural and environmental needs of the identified target populations. This description should also include the rationale for choosing the proposed evidenced-based model and describe why the program models selected will be effective in reducing rates of teen pregnancy and births, or associated sexual outcome behaviors in the selected setting(s) (e.g., school, community-based setting, county, target population).

**1.5.** Describe a plan for completing and submitting the required monthly programmatic report using the online database. Include the name, title, and position for the person who will be responsible for entering data into the database and b) monitoring the database to ensure that data is being entered on a regular basis.

## **II. PLAN OF OPERATION (not to exceed 6 pages) - 40 Points**

Strategic partnerships and collaborations are crucial to implementing and achieving PREP outcomes. Applicants are encouraged to build and expand collaborative relationships with strategic partners to achieve greater program impact and sustainability; maximize partnerships with other agencies and organizations to avoid duplication of efforts, and to leverage funding. This section of the proposal supplements the applied work plan and describes in narrative how the applicant will meet the overall goal(s) of GA-PREP

**2.1.** Clearly describe arrangements for coordination of services with community partners and how they will contribute to the program. Include a detailed description of the “Implementation Team” and any type of support or contribution for the program. All applicants are required to submit a **Letter(s) of Commitment (LOC)** for each agency they plan to partner with to implement GA-PREP. The LOC must be submitted on official letterhead with original signature and should articulate the nature of proposed collaboration and level of support. LOCs are due at the time of application. Successful applicants will be required to obtain MOA/MOU prior to commencing program implementation.

**2.2.** Describe and demonstrate the applicant’s ability to recruit and retain targeted populations for the specified period of time needed to complete programming. This description should be consistent with the implementation plan selected in the applied work plan. If applicable, describe how the applicant will provide referral to clinic base services and/or other youth development services.

**2.3.** Describe a plan for ensuring the safety of participating children and youth. The safety and emergency management plan should provide the name, title/position, phone number(s) and email address of the contact person for your organization/agency in the event of a disaster, outline how the safety of children will be maintained on-site (requiring parent sign-out, checking identification etc.), and the agency’s plan, if any, to continue providing services to the participating youth in the event of a disaster.

## **III. SUSTAINABILITY PLAN (not to exceed 2 pages) - 5 Points**

**3.1** Describe the applicant’s experience analyzing, communicating, and disseminating data.

**3.2** Describe applicants plan to use evaluation data to promote continuous quality improvement strategies.

**3.3** Explain the process that applicant will take to ensure continuation of services and sustainability of community-wide practices to reduce teen pregnancy and HIV/STIs. Detail efforts to secure external funding and the leveraging of community resources to ensure services continue and even expand in the absence of funding.

## **IV. BUDGET & JUSTIFICATION (not to exceed 5 pages) 10 Points**

An itemized budget narrative is required as part of an applicant's submission and will be scored. The budget narrative must thoroughly describe how the proposed categorical costs are derived. When developing the budget narrative, applicants should consider whether the proposed budget is reasonable and consistent with the purpose, outcomes, and program implementation plan outlined in the applied work plan. Discuss the necessity and reasonableness of the proposed costs. All Applicants must outline proposed costs that support all project activities in the Budget Justification. Applicants are to document budgeting for staff attendance to the mandatory new contractor orientation, curriculum, and professional development training under the travel cost category.

Costs are not allowed to be expended until the execution date listed on DHS contract. Whether direct or indirect, all costs must be allowable, allocable, reasonable and necessary under this funding announcement. For the purposes of this SON, the **Budget Period is defined as: 10-1-13 to 9-30-14**. The proposed budget shall include the following items:

**4.1 Budget Form (provided by DHS/DFCS) See SoN Form C.** This form details the costs of your proposal.

**4.2 Budget Justification-** Describe in detail each expense item and personnel position for which funding is requested, linking each to the services to be provided. Ensure that the budget is appropriate in relation to the proposed activities, reasonable, clearly justified, and consistent with the intended use of funds. Include travel funds needed to attend training events throughout the year: curriculum training (identified facilitators), Getting to Outcomes training (one staff member responsible for project management), and professional development (facilitators). All training events are tentatively scheduled to be held in Metro Atlanta. There will be no cost for participants to attend webinars. Each justification should show how the amount on the line item budget was calculated, and it should be clear how the expense relates to the project. For example, a line item expense of \$2,493.75 for Educational Materials might be justified as follows: "Educational Materials": A student workbook from the ABC Evidence-based Curriculum for each of the 125 program participants (125 workbooks @ \$19.95 = \$2,493.75). Indirect costs shall be kept to a minimum.

## SECTION D-APPLICATION SUBMISSION

### 1. **Delivery & Receipt of Application**

Applications will be accepted up until 4:00pm EST on Monday March 25, 2013. Applications may be delivered to either the mailing address or delivery address, 2 Peachtree St. 26<sup>th</sup> Floor (PREP Unit) Atlanta, GA 30303. Applications will be logged with the date and time received by the funding agency. Electronic applications will not be accepted.

**Phase I Review:** All eligible applications will be initially reviewed for compliance and completeness by the DHS PREP Staff. Incomplete applications and applications that are non-responsive to the eligibility criteria will not advance to Phase II review.

**Phase II Review:** An objective review panel will evaluate complete and responsive applications according to the criteria listed in the SoN. This review will consist of a programmatic and fiscal assessment to ensure that the proposed awarded entity is capable of performing contract deliverables.

### 2. **Original Application**

The original application must contain any original documents, and all signatures in the original application must be original. Mechanical, copied, or stamped signatures are not acceptable. The original application should be clearly marked "ORIGINAL" on the application face sheet.

### 3. **Copies of Application**

Along with the original application, submit **two (2)** photocopies of the original application in its entirety (including all attachments). Copies of the application should be clearly marked "COPY" on the application face sheet.

### 4. **Format**

The application must be typed, single-side on white 8.5" x 11" paper with margins of 1". Line spacing should be single-spaced. The font type should be easy to read and no smaller than 11-point font.

### 5. **Space Allowance**

Page limits are clearly marked in each section of the application.

### 6. **Additional Documentation to Include with Application**

- IRS Determination Letter-** Those applicants which are non-profit agencies are to include a copy of an IRS determination letter regarding the agency's 501(c) (3) tax-exempt status. (This letter normally includes the agency's tax identification number, so it would also satisfy that documentation requirement.)
- Data Universal Numbering System-** All applicant organizations must obtain a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number as the Universal Identifier when applying for Federal awards or CAs. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services. An Authorized Organization Representative (AOR) should be consulted to determine the appropriate number. If requested by telephone, a DUNS number will be provided immediately at no charge. If requested via the internet, obtaining a DUNS number may

take one to two days at no charge. If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet ([fedgov.dnb.com/webform/displayHomePage.do](http://fedgov.dnb.com/webform/displayHomePage.do)).

- ❑ **Insurance Certificate**- Each applicant will be required to submit a copy of an insurance certificate satisfying required liability coverage, limits and certificate holder. Copy of Insurance Certificate must be submitted at time of application.
  
- ❑ **2011 IRS Form 990 (Non-Profit Organizations Only)**- Each non-profit organization applying for funding through this solicitation must submit a copy of their submitted Form 990 filed with the Internal Revenue Service (IRS) for tax year 2011. If applicant did not submit Form 990 for the 2011 tax year based on the *Department of Treasury Internal Revenue Services 2011 Instructions for Form 990 Return of Organization Exempt From Income Tax* (<http://www.irs.gov/pub/irs-pdf/f990.pdf> ), provide a letter on your organizations letterhead stating why your organization did not file a 2011 Form 990 and include within your letter your corresponding provision listed in Section B that applies to your organization. This letter should be signed by an authorized representative of the agency.

## SECTION E-POST AWARD

### **1. Award or Rejection**

All qualified applications will be evaluated and award made to that agency whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. DHS reserves the unqualified right to reject any or all offers if determined to be in its best interest. All applicants will be notified of funding decisions via email by April 19, 2013.

### **2. Disbursement of Funds**

Funds to grantees will be dispersed on a cost reimbursement basis only. The grant recipient will be required to submit monthly invoices of expenses and supporting documentation within 10 days from the end of the month for which it is being submitted.

### **3. Review of Applications**

The application is worth a total of 100 points. Point values are clearly marked beside each item on the application form (see Application Checklist). Applications are reviewed by a multi-disciplinary committee of public and private health and human services providers who are familiar with adolescent health issues. Staff from applicant agencies may not participate as reviewers. The committee uses a standardized set of criteria based on various factors to establish a score for each application and provides recommendations for funding. The award of a grant to one agency does not mean that the other applications lacked merit, but that, all facts considered, the selected application was deemed to provide the best service to the State. At their option, the application reviewers may request additional information from any or all applicants for the purpose of clarification or to amplify the materials presented in any part of the application. However, agencies are cautioned that the reviewers are not required to request clarification; therefore, all applications should be complete and reflect the most favorable terms available from the agency.

### **4. Contract**

DHS will issue a contract to successful applicants. The initial contract period will run from October 1, 2013-September 30, 2014 or date contract is fully executed (if after October 1, 2013) through September 30, 2014.

***Important Note: The contract must be fully executed before any service provision can begin.***



**SFY 2014  
GA-PREP Statement of Need (SoN) Scoring Guidelines**

In the scoring of applications, eligible applications will be evaluated against the following criteria during Phase II review.

<b>Required Elements</b>	
<b>Proposal Abstract (1 page)</b>	<b>5 points</b>
<b>Experience and Organizational Capacity (8 pages)</b>	<b>40 points</b>
<b>Approach and Plan of Operation ( 6 pages)</b>	<b>40 points</b>
<b>Sustainability (2 pages)</b>	<b>5 points</b>
<b>Budget and Budget Justification (5 pages)</b>	<b>10 points</b>

**Application Checklist**

- Application Face Sheet (*Form A*)**
- Proposal Narrative**
- Applied Work Plan (*Form B*)**
- Budget and Budget Justification (*Form C*)**
- Organizational Chart**
- Resumes for Implementation Coordinator and all implementation staff**
- Copy of Certificate of Liability Insurance (*Non-Profit Agencies Only*)**
- Documentation of 501(c)(3) tax-exempt status (*Non-Profit Agencies Only*)**
- Copy of Submitted IRS Form 990 for tax year 2011(*Non-Profit Agencies Only*)**
- Required Letters of Commitment**

**Deadline for Submission:  
Monday, March 25, 2013 at 4:00**

**\*\*\*Submit 1 Original Application and 2 Copies\*\*\***

**One (1) Original Application and Two (2) Copies of the proposal application to this Statement of Need must be submitted via postal mail or by hand-delivery in one (1) envelope/package.**

**NOTICE FOR HAND-DELIVERY ONLY: If hand-delivering the proposal package, please do not bring it to the 26<sup>th</sup> floor. There will be a table in the 2 Peachtree building Lobby where proposal packages can be submitted. There will be a sign clearly identifying the table where the proposal package should be submitted.**

**APPLICATIONS SENT VIA STANDARD OR EXPEDITED MAIL SHOULD BE SENT TO:**

**Georgia Department of Human Services  
Division of Family and Children Services  
Personal Responsibility Education Program (PREP)  
Attention: PREP SON  
Two Peachtree Street, NW  
Suite 26-482  
Atlanta, Georgia 30303**

**Important Note: Agencies and organizations MUST submit One (1) Original Application and Two (2) Copies of the application and proposal via standard mail, expedited mail (UPS, FedEx etc) or hand-delivery in one (1) envelope/package. DO NOT MAIL OR DELIVER SEPARATE ENVELOPES OR PACKAGES. DHS encourages each agency and organization submitting an application and proposal to retain a copy of their submission for their records.**

**DHS reserves the right to reject any and all applications, including proposals not delivered via standard mail, expedited postal mail or hand-delivery. Additionally, all costs and responsibility for application and proposal submission is the responsibility of the applying agency and organization. DHS is not responsible for the costs associated with the application and proposal delivery or the delivery date, time and signature.**

**Deadline for Submission of  
Application and Proposal:  
Monday, March 25, 2013 at 4:00pm EST**

## FORM A- Application Face Sheet- FFY 2013

### Personal Responsibility Education Program

Legal Name of Agency:	
Name of Individual with Signature Authority:	
Mailing Address (include zip code+4):	
Street Address:	
Website Address:	
Contract Administrator:	• E-mail Address:
• Name:	• Telephone #:
• Title:	• Fax #:
Agency Type: <input type="checkbox"/> Public <input type="checkbox"/> Non-Profit	Federal Tax ID #:
Agency's Financial Reporting Year:	DUNS #:
Amount of Funding Requested:	
Is the proposed project an existing set of activities being supported with other funds? <input type="checkbox"/> Yes <input type="checkbox"/> No	
County(ies) to Be Served by the Project:	
Name of Sex Education Curriculum Being Proposed?	
Will complete and medically accurate information about contraceptive methods, including abstinence, be provided to all participants as required by the legislative rules of this program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>The facts affirmed by me in this application are truthful and I warrant that the applicant is in compliance with the outlined submission requirements specified in the SON. I understand that the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. The governing body of the applicant has duly authorized this document and I am authorized to represent the applicant.</p>	
Signature of Authorized Representative:	Date

# Applied Work Plan Form B

## Master Implementation Site Roster

Provide the following information for each unique site your agency/organization proposes to implement programming at under this funding announcement. **Applicants must submit a Letter of Commitment (LOC) for each site listed at the time of application if they are partnering with a separate agency/organization to implement programming.**

	Site Name	Address	City	State	County	Zip Code	Number of youth to be served*	Age range of youth to be served	Priority Population to be Served				
									AA	H	FY	LGBTQ	PP
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
<b>Totals</b>													
<b><u>Please Note:</u> THE TOTAL NUMBER, AGE RANGE, AND PRIORITY POPULATION TO BE SERVED MUST BE CONSISTENT WITH THE NUMBERS REPORTED ON FORM B-PROPOSED IMPLEMENTATION FORM</b>													

**Legend**

- AA=African American Youth
- H=Hispanic/Latino Youth
- FY=Foster Youth
- LGBTQ= Lesbian, Gay, Bi-Sexual, Transgendered, Questioning Youth
- PP= Pregnant and/or Parenting Youth

## Individual Site Implementation Form

Complete one form for each unique site listed on the Master Implementation Site Roster

Site Name & Address:						
Proposed Curriculum		<i>Select one Curriculum and Option (A,B, or C) that best outlines your Proposed Implementation Model for this site</i>				
<input type="checkbox"/> Be Proud Be Responsible Be Protected  <input type="checkbox"/> Making Proud Choices  <input type="checkbox"/> Making A Difference	<b>Option</b>  <input type="checkbox"/> A  <input type="checkbox"/> B  <input type="checkbox"/> C	<b># of Implementation days per week</b>  1 day per week  1 day per week  2 days per week	<b>Time for each session</b>  60 min  120 min  60 min	<b># of modules completed during each session</b>  1 module  2 modules  1 module	<b>Minimum number weeks required for 1 implementation cycle (Sex Ed and RS+ combined)</b>  16 weeks  8 weeks  8 weeks	<b>Day(s) and Time(s) of Implementation for this site</b>  Monday: _____  Tuesday: _____  Wednesday: _____  Thursday: _____  Friday: _____  Saturday: _____
<input type="checkbox"/> Cuidate!	<input type="checkbox"/> A  <input type="checkbox"/> B  <input type="checkbox"/> C	1 day per week  1 day per week  2 days per week	60 min  120 min  60 min	1 module  2 modules  1 module	14 weeks  7 weeks  7 weeks	
<input type="checkbox"/> Reducing the Risk	<input type="checkbox"/> A  <input type="checkbox"/> B  <input type="checkbox"/> C	1 day per week  1 day per week  2 days per week	60 min  120 min  60 min	1 module  2 modules  1 module	24 weeks  16 weeks  16 weeks	

### Number of Youth to be Served at this Implementation Site:

Target Population(s) to be Served	African American	Hispanic/Latino	Foster Youth	LGBTQ	Pregnant/ Parenting	Living with HIV/AIDS	Total number of unduplicated youth to be served
<b>Males age 10-14</b>							
<b>Females age 10-14</b>							
<b>Male age 15-19</b>							
<b>Female age 15-19</b>							
<b>Totals</b>							

**Proposed Number of Implementation Cycle(s) at this Implementation Site for the contract period (10/1/2013-9/30/2014)**

1 Cycle  
  2 Cycles  
  3 Cycles  
  4 Cycles  
  5 or more cycles

## Proposed Site Schedule

Detail the proposed dates that each activity will occur for this site. This information should align with information reported on the Individual Site Implementation Form. If implementing more than one cycle at this site, complete a schedule for each cycle

**Site Name:**

**Day and Time of Weekly Programming:**

**Parent Orientation:** Insert Date

**Facilitator(s):** Insert Facilitator(s) Name

Date	Lesson(s)	Curriculum
	Registration and Entry Survey	Orientation
	Lesson 2	Relationship Smarts +
	Lesson 3	Relationship Smarts +
	Lesson 6	Relationship Smarts +
	Lesson 8 (Part 1)	Relationship Smarts +
	Lesson 8 (Part 2)	Relationship Smarts +
	Lesson 9	Relationship Smarts +
	Lesson 11 (Part 1)	Relationship Smarts +
	Lesson 11 (Part 2)	Relationship Smarts +
	Lesson 1	List Name of Sex Ed Curricula
	Lesson 2	List Name of Sex Ed. Curricula
	Lesson 3	List Name of Sex Ed. Curricula
	Lesson 4	List Name of Sex Ed. Curricula
	Lesson 5	List Name of Sex Ed. Curricula
	Lesson 6	List Name of Sex Ed. Curricula
	Lesson 7	List Name of Sex Ed. Curricula
	Lesson 8	List Name of Sex Ed. Curricula
	Exit Survey	Celebration

**Site Address:** Insert Site Address

## FORM C- Sample Budget and Budget Justification

Personal Responsibility Education Program

Expense Type	DHS/DFCS Funding	Other Non-Federal Funds	Total	Budget Justification
<b>A. Personnel Salaries</b>				
<b>B. Regular Operating</b>				
<b>C. Travel</b>				
<b>D. Facility Costs</b>				
<b>E. Per Diem and Fees Contracts</b>				
<b>F. Telecommunications</b>				
<b>G. Indirect Costs</b>				
<b><i>TOTAL</i></b>				





**Georgia Department of Human Services**  
**Division of Family & Children Services**  
**Personal Responsibility Education Program (PREP)**

**Eligible and Ineligible Expenses**

<b>Eligible Expenses</b>	
<b>Personnel Services</b>	
Salaries/Fringe Benefits	Expenses such as employee wages (hourly and salaried) and employee benefits, health insurance, FICA, etc. Personnel costs for any staff not be providing direct services (administrative staff) to program participants may not exceed 10% of the total budget.
<b>Regular Operating</b>	
Incentives	The costs associated with providing non-cash incentives to youth who participate in the program. Cash Incentives <b>are not allowable</b> under this funding announcement.
Audit	Costs associated with the audit of the program.
Maintenance	Costs associated with maintaining equipment (warranties).
Marketing/Communications	Costs associated with marketing and promoting services, including printing, as well as postage costs related to communications with families/caretakers.
Supplies	Materials used in the provision of services to families such as curriculums, contraceptive kits, workbooks, etc.
<b>Facility Costs</b>	
Rent	Costs associated with rent or use of donated buildings.
Phone, Fax, Internet	Costs associated with maintaining communication lines for computer, phone or fax use.
<b>Leased Equipment</b>	
Computer Hardware	The cost of leasing computers to support service activities.
Equipment	The costs associated with purchasing or leasing equipment used to meet deliverables for program service delivery to youth, May not exceed \$1,000.00 per item.
<b>Travel</b>	
Transportation/Travel	Vehicle operating costs associated with the transportation of participants or leasing costs of a vehicle expressly for the purpose of transporting participants. Transportation expenses incurred by staff in the delivery of services to program participants. Staff expenses for meals, lodging, and mileage for DHS approved training.
<b>Per Diem &amp; Contracts</b>	
Per Diem, Fees, and Contracts	Costs associated with agreements for service delivery evidenced by a written agreement for services or activities (MOA/MOU) with a subcontractor, professional services, professional development, evaluation, technical assistance or temporary labor or services.
<b>Indirect Costs</b>	
Indirect	Costs of an organization that are not directly related to the provision of services, but that are necessary to the general operation of the organization and its activities. May not exceed 10% of proposed budget.



**Georgia Department of Human Services  
Division of Family & Children Services  
Personal Responsibility Education Program (PREP)**

<b>Ineligible Expenses</b>	
Childcare	Childcare provided for any purpose other than to facilitate the participation of parenting youth (teen parents) in program services and activities.
Furniture	Purchase of office furniture.
Land/Buildings	The purchase or partial purchase of land or any type of building.
Major Renovations/Building Projects	Structural changes or extensive alteration of facility.
Office Equipment	Telephones, laminating machines, fax machines, copy machines, purchase of computers or printers. In addition, funds cannot be used for administrative office equipment.
Outdoors	Landscaping services, yard maintenance, fences or driveway/parking lot paving.
Utilities	Electricity, natural gas, fuel oil, water and sewage charges.
Vehicles	The purchase of a vehicle or the maintenance expense of a vehicle.

**Guidance on Providing Incentives to Youth Participants**

Non cash incentives may be provided to participants in order to ensure the level of commitment that is needed to achieve the expected outcomes of the program. Applicants should ensure that the level of incentives is appropriate for the level of commitment that is needed for the participants to achieve the expected outcomes of the program. Funds may be used for non-cash incentives such as gift cards, movie passes, and meals. If gift cards will be provided, applicants must outline a plan to log them by serial number, maintain them in a locked storage cabinet, and obtain the signature of individuals upon receipt of the cards. State funds may not be used to provide cash payments as incentives. Applicants wishing to provide cash incentives to participants must use other funds.