



**State of Georgia  
Division of Family and Children Services  
Office of Prevention and Family Support**

**2017 Statement of Need**

**SEXUAL RISK AVOIDANCE  
ABSTINENCE EDUCATION AND  
YOUTH DEVELOPMENT PROGRAM**

**SoN Release Date:** April 10, 2017

**SoN Conference Call** April 19, 2017 at 11:00 a.m.

**Postmarked Deadline for  
Proposal Submission:** May 15, 2017

**Return by Mail or Overnight Delivery:** Attn: 2017 SRA Abstinence SoN  
Division of Family and Children Services  
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**NO HAND DELIVERIES**

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Statement of Need Attachments:

- A-1 2016 Application Face Sheet
- A-2 Budget Summary Workbook
- A-3 Memorandum(s) of Understanding
- A-4 Program Timeline
- A-5 Job Descriptions
- A-6 Required Forms
  - a. Certificate of Liability Insurance (Non-Profits Only)\*
  - b. Corporate Resolution (Non-Profits Only) - SAMPLE
  - c. Criminal History Investigations Documentation\*
  - d. Office of the Secretary of State Registration Documentation (Non-Profits Only)\*
  - e. Security Immigration and Compliance Form
  - f. Tax Compliance Form
  - g. Vendor Management Form
  - h. W-9 Form
  - i. Evaluation Acknowledgement Form
  - j. Assurance of Medical Accuracy Form
- A-7 Letter of 501(3)(c) Designation
- A-8 Applicant's Financial Statements

\* The asterisk (\*) denotes that there is no document or sample attached to the Statement of Need. The items are listed as a reference.



**State of Georgia  
Division of Family and Children Services, Office of Prevention and Family Support**

**Sexual Risk Avoidance Abstinence Education and Youth Development Program**

**Statement of Need**

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**1. OVERVIEW**

**1a. Georgia Division of Family and Children Services**

The Georgia Division of Family and Children Services' (DFCS) mission is to prioritize the safety of Georgia's children in the decisions we make and the actions we take. We strengthen families toward independence and build stronger communities with the caring, effective and responsive service.

**1b. Office of Prevention and Family Support**

The Office of Prevention and Family Support (OPFS) of Georgia DFCS works in partnership with community-based organizations committed to reducing the incidence of child abuse and neglect by implementing evidence-based prevention and early intervention techniques to ensure positive outcomes for children and families.

State and federal funding provides families throughout Georgia services such as parent support programs, parent training, screening and identification tools, training opportunities, high-quality home visitation and primary and secondary child maltreatment prevention that helps local communities promote the overall health and well-being of Georgia's children, youth and families. OPFS is committed to supporting quality child abuse and neglect prevention and family support programs throughout the state.

**1c. Purpose of the Statement of Need**

Division of Family and Children Services – Office of Prevention and Family Support (DFCS-OPFS) will accept Statement of Need (SoN) applications for funding of the Sexual Risk Avoidance (SRA) Abstinence Education and Youth Development Program under the Title V State Abstinence Education Grant Program from the United States Department of Health and Human Services (CFDA 93.235). The purpose of this program is to support decisions to abstain from sexual activity by providing abstinence programming as defined by Section 510 (b) of the Social Security Act (42 U.S.C. § 710(b)).

Applicants are encouraged to develop flexible, medically accurate, and effective abstinence-based plans responsive to their target population's specific needs. These plans must provide abstinence education and, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity, with a focus on those groups which are most likely to bear children out-of-wedlock." An expected outcome for all programs is to promote abstinence from sexual activity. Applicants should demonstrate their ability to include abstinence education in an intensive youth development framework. To be eligible for funding under this announcement, programs are required to adhere to the A-H federal definition of abstinence education (refer to page 9).

### 1d. Award Eligibility

An eligible applicant must meet **all** of the following criteria:

- Be a public government entity or 501(c)(3) non-profit organization (in existence for at least 24 months);
- Serve as the fiscal agent for the contract and the point of contact to DFCS-OPFS or provide a Memorandum of Understanding (MOU) with fiscal agent; and
- Be responsible, liable, and oversee financial, program and post-award reporting requirements.

### 1e. Contract Award Agreement

**Contract Award Amount:** Applicants are applying for 2017 – 2018 funding through this SoN. The maximum amount of federal funds applicants can apply for is \$100,000.00.

**Contract Period:** 2017 – 2018 contract award period covers 12 months, from October 1, 2017 through September 30, 2018, and will require a **42.86% match of the total contract amount**. Contract funding will be provided through **cost reimbursement methods**. Contractors must be *fully* implemented within ninety (90) days of the contract award agreement beginning date.

**Matching Funds Requirement:** DFCS-OPFS requires a 42.86% non-federal match of the total contract amount for funding for the 2017 – 2018 contract year. Matching funds may be **state dollars, local government dollars, private dollars such as foundation dollars, or in-kind support**.

The formula to calculate the match requirement based on the requested federal amount is:

$$(\text{Requested Federal Amount} \times (7/4)) \times (3/7) = \text{Match Requirement}$$

For example, the match requirement for requesting the maximum federal funds of \$100,000.00 is \$75,000.00.

$$(\$100,000.00 \times (7/4)) \times (3/7) = \$75,000.00 \text{ [Match Amount]}$$

The total contract amount will be the awarded federal amount and the certified non-federal match contribution.

Requested Federal Amount + Match Amount = Total Contract Amount

Based on the aforementioned example:

\$100,000.00 + \$75,000.00 = \$175,000.00 [Total Contract Amount]

All match contributions must meet the following requirements:

- The matching funds cannot reflect the funding received from any other federal source;
- The matching funds cannot have been used previously or currently to satisfy the cost-sharing or matching requirement of another Federal Program; and
- The matching funds must be used solely for the activities enumerated under Section 510 of the Social Security Act.

**Continuation Funding:** A continuation application is required annually. An initial contract does not guarantee continued funding. The annual submission allows contractors to improve or modify objectives or activities, as well as assess the performance of the previous year. Continuation contracts are awarded to applicants that demonstrate the following:

- Professional management of contract funds and compliance with administrative and performance requirements,
- Accurate and prompt submission of required program, evaluation, and financial reports,
- Positive performance history with completion of program goals and objectives, and
- Continuation plan for their program.

Please keep in mind that continuation funding is contingent on several factors including organizational capacity, performance history, contractual compliance, and availability of funds.

**Modification of Funds:** DFCS-OPFS reserves the right to make changes to the application budget at the time of the contract award and will communicate any changes to the applicant. DFCS-OPFS may negotiate all or part of any proposed budget after award of the contract due to funding or program requirements provisions. If, during the term of the contract period, the funds appropriated are reduced or eliminated by the United States Department of Health and Human Services, Administration for Children and Families, DFCS-OPFS may immediately reduce or terminate the contract award by written notice to the contractor.

## 1f. Reporting Requirements

DFCS-OPFS requires that contractors comply with and fully participate in the financial, program, and evaluation reporting of the SRA Abstinence Education and Youth Development Program.

## Finance

1. **Contract Budget and Quarterly Cumulative Contract Expenditure Report:** Contractors must submit a Contract Budget and Quarterly Cumulative Contract Expenditure Report Form as outlined in Section 2j. Performance Deliverables. Reports are due within 13 working days of the last day of the reporting period. Payment requests will not be processed until programmatic reports have been approved.
2. **Certified or In-Kind Cost Workbook:** Contractors must submit workbook of expenses for the program, including contract (federal) funds and match funds as outlined in Section 2j. Performance Deliverables. Reports are due within 13 working days of the last day of the reporting period. Financial reports will not be processed until programmatic reports have been approved. Receipts of all expenses, including in-kind match expenses, are required prior to payment.
3. Contractors are required to maintain expenditure documentation such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation must be submitted as proof of quarterly expenditures along with the Certified or In-Kind Cost Workbook each quarter.
4. Contractors must attend the contract management orientation.

## Program

1. **Notice of Implementation:** The Notice of Implementation documents the date when the program is fully implemented and operational, which is indicated by youth being enrolled into the program, being pre-surveyed, and receiving services. This notice must be submitted within 90 days of the contract award.
2. **Quarterly Program Reports:** The Quarterly Program Report addresses the following each quarter: personnel; overall program and site information; parent activities; mandatory and non-mandatory contract activities; program highlights; program challenges; and technical assistance needed. The Quarterly Program Report is due with the Performance Report and Payment Schedule Form (see section 2j. Performance Deliverables for due dates).
3. **Program Calendars:** The Program Calendar includes information regarding program times and locations, assemblies, field trips, and special events that are DFCS-OPFS - funded activities. The Program Calendar is due with the Performance Report and Payment Schedule Form (see section 2j. Performance Deliverables for due dates).
4. **Evaluation Reporting:** Contractors are required to submit accurate and timely program reports. Contractors must stay up-to date on reporting as this is a requirement prior to payment. Contractors must submit participant enrollment and attendance data via an online system to an external evaluator.

5. **Pre- and Post-Surveys:** Contractors will need to receive parental consent for each youth to participate in the evaluation. The pre-survey must be administered to youth prior to any instruction. Post-surveys must be administered at the close of the program. Contractors with multiple program cycles during the year will administer the pre- and post-surveys to each cycle throughout the year. Survey results are crucial to evaluation of each program, and must be received in a timely manner. Pre- and post-surveys should be sent to the evaluator immediately after administration to program participants. **All applicants must sign the Evaluation Acknowledgement Form (Attachment A – 6i) to certify their understanding and compliance.**

## Evaluation

DFCS-OPFS has contracted with an external evaluation consultant to conduct a rigorous study of contractor programs to determine effectiveness. Contractors will have the following roles and responsibilities within the evaluation:

1. Collect, enter, and maintain participant-level implementation and outcome data.
2. Submit participant enrollment and attendance data to the evaluator.
3. Must properly administer the pre- and post-surveys and submit to the evaluator.
4. Must receive approval and sign the Evaluation Acknowledgement Form (Attachment A – 6i) for the pre- and post-survey implementation. Contractors will also need to receive parental consent for each youth to participate in the evaluation.
5. Must have staff person(s) who are responsible for any part of the evaluation reporting trained by the evaluator.

## 2. PROGRAM DESIGN

### 2a. Program Purpose

The purpose of this program is to provide long-term, ongoing, intensive abstinence education programming for youth utilizing a positive youth development framework and supplemental activities. This program does not support one-time curriculum-only approaches for abstinence programs.

For this program, contractors must abide by all program requirements and the stated goals and objectives, provide abstinence education in a positive youth development framework, assure medical accuracy, and must consider appropriate youth development activities and program effectiveness.



## 2b. Program Requirements

### Federal Abstinence Education Criteria

Regardless of program type, no funds can be used in ways that contradict the federal A-H provisions of abstinence.

Federal legislation defines abstinence education by the following statements. Programs may not violate any aspect of the definition.

- (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 the 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.*

It is required that abstinence education is the major component and is incorporated into an intense positive youth development framework. Contractors must also promote asset development, encourage healthy lifestyle choices, and provide positive youth development opportunities and activities for youth. Programs may be specifically developed for this contract funding, or may be designed to provide an abstinence education component to an existing after-school program, community-based organization, youth development program, or a school-based project. Regardless of arrangement, programs should be ongoing, long-term, and intensive for program participants.

### Contraception

Contractor programs may discuss contraception in the context of risk of pregnancy and sexually transmitted diseases/infections (i.e., efficacy rates of contraception). The discussion always should encourage the prevention of risk, that is, refraining from sexual activity is the only way to avoid all the possible risks associated with sexual activity. Information on contraception must be medically accurate. **Contractor programs must not demonstrate or distribute contraception.**

## Religion

Contractor programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation. The following statement is from Part 87.2 (c) of the Equal Treatment Regulation:

(c) Organizations that receive direct financial assistance from the United States Department of Health and Human Services may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with direct financial assistance from the Department, and participation must be voluntary for beneficiaries of the programs or services funded with such assistance.

## Medical Accuracy

Programs supported with these funds must be medically accurate. Medical accuracy means that medical information must be verified or supported by the weight of research conducted in compliance with accepted scientific methods and published in peer-reviewed journals where applicable, or be comprised of information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, complete, and objective. Contractors may not present information as factual when it reflects a value or opinion instead of fact. As a condition of receiving funding under this SoN, applicants must certify that “all abstinence education materials that are presented as factual will be grounded in scientific research.” **Applicants must complete the Assurance of Medical Accuracy Form (Attachment A – 6j).**

## Criminal History Investigations

All contractors must conduct criminal history investigations on all personnel associated with the program via the Cogent – Georgia Applicant Processing Services (GAPS). These background checks must take place prior to the provision of services by program personnel and the contractor must maintain a copy of these records for DFCS-OPFS auditing purposes.

Applicants must submit a statement on agency letterhead attesting it will complete criminal history investigations (background checks) using Cogent-GAPS on all staff serving youth in the DFCS-OPFS SRA Abstinence Education and Youth Development Program funded programs according to the Georgia Department of Human Services Criminal Investigations contract requirement. **The criminal history investigations documentation should be included in Attachment A-6.**

## Parental Consent

DFCS-OPFS requires parental consent for a youth to participate in the program and the evaluation. Parental consent should be obtained prior to youth's enrollment into the program. Contractors must maintain a copy of these records.

## Other

Applicants must comply with all forms, assurances, and certifications attached to this SoN.

### 2c. Minimum Program Hours

DFCS-OPFS does not require that contractors offer a minimum number of program hours. Program hours should consist of both abstinence education and youth development activities. Research has shown that high dosage programs tend to be more effective than low dosage programs.

### 2d. Program Period

The contract period is October 1, 2017 – September 30, 2018. The timeframe to conduct all abstinence education and youth development activities reported to the evaluator, including pre- and post-surveys for the 2017 – 2018 contract year is October 1, 2017 – August 31, 2018.

### 2e. Target Population

The target population is the population of participants that receive SRA abstinence education and all intensive, ongoing youth development activities.

## Target Group

Applicants must select one of three target groups:

1. Middle School (grades 6 – 8);
2. High School (grades 9 – 12); or
3. Both Middle and High Schools (grades 6 – 12).

Please note that youth in elementary school (grades K – 5) do not qualify for this program.

## Target Age

The target age range of this program is youth ages 10 – 19 years old. Applicants must provide the age range of targeted youth.

## Target Number

When determining the target number of youth the program will serve, applicants should consider the following:

- the total number of youth in the recruitment pool
- past trends regarding rates of the youth who may opt out or choose not to participate and youth who may not complete the program

## Special Populations

As section 510(b)(1) of the Social Security Act (42 U.S.C. § 710(b)(1)) describes, applicants are to focus on groups that are most likely to bear children out-of-wedlock. Applicants are required to provide services to youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances.

DFCS-OPFS recognizes youth that are the most high-risk or vulnerable for pregnancies include culturally underrepresented youth populations, especially Hispanic and African-American, youth in or aging out of foster care or adjudication systems, and youth living in communities with high rates of teen pregnancies, teen births, and poverty. Applicants are encouraged to address the unique needs of these vulnerable populations.

## 2f. Positive Youth Development Framework

The purpose of this SoN is to create SRA abstinence education programs utilizing a positive youth development framework. The four key elements of positive youth development are the following:

1. **An asset-based framework** that recognizes and builds the talents, energies, strengths, and constructive interests that every young person possesses.

The Search Institute's 40 Developmental Assets for Adolescents (Ages 12 – 18): The Search Institute has identified building blocks of healthy development that help youth become healthy, caring, and responsible. The Developmental Assets represent the relationships, opportunities, and personal qualities that youth need to avoid risks and thrive.

The Developmental Asset framework is categorized into two groups of twenty assets. The first group of twenty is the External Assets, the positive experiences youth receive from the world around them. These twenty assets discuss supporting and empowering youth, setting boundaries and expectations, and positive activities for youth involvement. External Assets identify important roles that families, schools, neighborhoods, and organizations can play in promoting healthy development.

The second group of twenty assets is Internal Assets, assets that identify youth characteristics and behaviors that reflect positive internal growth and development. The twenty assets in this category state the positive values and identities, social

competencies, and commitment needed for youth to make positive and thoughtful choices.

To learn more about the Search Institute's 40 Developmental Assets, go to <http://www.search-institute.org/content/40-developmental-assets-adolescents-ages-12-18>.

2. ***A person-in-context perspective*** as a consciously holistic view of youth as individuals, considering the whole community in relation to the whole child.
3. ***Youth Voice*** includes the perspectives, ideas, experiences, knowledge, and actions of young people.
  - a. Consider the perspectives and ideas of young people. Respect what the young people have to say.
  - b. Work with young people as active and equitable partners in the youth development initiatives that impact them.
4. ***Developmentally appropriate practice*** promotes a child's social, emotional, physical, and cognitive development by basing all practices and decisions on theories of child development.

## Georgia Afterschool & Youth Development Quality Standards

The Georgia Afterschool & Youth Development (ASYD) Quality Standards are a collaborative project endorsed by three state agencies – DFCS, Department of Education, and Department of Public Health. The Standards are research-based, best practice guidelines that describe the critical components of high quality youth development programs. These guidelines are organized by the following nine quality elements:

1. Programming & Youth Development
2. Linkages with the School Day
3. Environment & Climate
4. Relationships
5. Health & Well-Being
6. Staffing & Professional Development
7. Organizational Practices
8. Evaluation & Outcomes
9. Family & Community Partnerships

The Georgia ASYD Quality Standards can be used as a framework for the design and implementation of high quality youth programs. To learn more about the Standards and how you can incorporate them into your programs, go to <http://georgiaasyd.org/>.

## 2g. Abstinence Education Curriculum or Model

There is a growing body of literature on effective interventions for reducing teen pregnancy. These interventions range in program models and target populations. These evidence-based programs have demonstrated impacts on adolescent sexual activity (including delaying initiation of sexual activity), STDs/STIs, pregnancies, and births. DFCS-OPFS encourage providers to select and implement programs with proven effectiveness for the target populations they plan to serve.

DFCS-OPFS has reviewed several curricula and programs for Abstinence Education, and has identified the following as examples of evidence-based or promising practice curriculum/programs:

- Choosing the Best WAY, LIFE, PATH, JOURNEY, and SOUL MATE
- Heritage Keepers Abstinence Education
- Making A Difference!
- Promoting Health Among Teens! Abstinence-Only Intervention
- REAL Essentials: Relationship Education And Leadership

DFCS-OPFS does not endorse any specific curriculum or program. The above are examples of effective SRA curricula/programs. Applicants are not limited to this list, and are encouraged to research many curriculum choices for implementation. Ascend, formerly the National Abstinence Education Association, published *Abstinence Works*, a compendium of research demonstrating that SRA abstinence education works. *Abstinence Works* can be found at the following webpage:

[http://www.thenaea.org/resources/Abstinence\\_Works.html](http://www.thenaea.org/resources/Abstinence_Works.html).

A resource that may be helpful in determining which SRA abstinence curriculum is a good fit for your program is the Systematic Method for Assessing Risk-avoidance Tool (SMARTool), developed by The Center for Relationship Education. The SMARTool is designed to:

- describe effective sexual risk-avoidance interventions and programs
- provide insights into program and community needs and resources
- guide assessment of potential curricula that may be used for sexual risk-avoidance program
- improve program implementation

Developed through a Federal grant, the SMARTool is available to download at <http://www.myrelationshipcenter.org/wp-content/uploads/2014/01/SMARTool-Curricula.pdf>.

DFCS-OPFS requires that each contractor select a curriculum based in SRA abstinence education for implementation in its program. The curriculum must be A-H compliant, medically accurate, and age-appropriate with regard to developmental stage of the intended audience. DFCS-OPFS must approve curriculum prior to implementation. DFCS-OPFS also requires that every staff person delivering the program model or curriculum to youth is certified or trained in the model or curriculum by its developer. **Contractors are restricted**

**from implementing abstinence education without curriculum certification.** Proof of certification may be requested by DFCS-OPFS at any time.

## 2h. Youth Development Activities

DFCS-OPFS is committed to promoting the behavioral health and social and emotional well-being of vulnerable young people through strengths-based, positive youth development. The intention of DFCS-OPFS is that SRA abstinence education is the central and primary focus of this funding opportunity. In addition, positive youth development activities are encouraged to supplement this central purpose. The following are youth development activities that are appropriate to include under this funding opportunity, in addition to the required abstinence curriculum. Please note that selecting the activities below means that all of the activities chosen will be provided to your specific target population. Applicants are encouraged to carefully choose activities as these will be tracked through reporting.

- Alcohol, tobacco, and other drug prevention
- Career awareness
- Character education
- College preparation
- Community service
- Counseling
- Enrichment
- Financial literacy
- Healthy relationships
- Life skills
- Mentoring
- Parenting instruction for teen parents
- Tutoring

The youth development activities must be from evidence-based or evidence-informed curriculums or practices. Examples of evidence-based curriculum that may be used for the youth development activities are:

- All Stars (Character education)
- Botvin *LifeSkills Training* (Alcohol, tobacco, and other drug prevention)
- Committee for Children's Second Step Program – Middle School (Life skills)
- On Point's Live On Point Curriculum (Life Skills)
- *Safe Dates* (Healthy Relationships)
- The Dibble Institute's *Connections: Dating and Emotions* (Healthy Relationships)

Youth development activities may not violate any aspect of the A-H provisions for abstinence education.



## 2i. Goals and Objectives

Each contractor must utilize the following goals and objectives for its abstinence education and youth development program.

### Goals

1. Reduce adolescent sexual activity, pregnancies, births, repeat births, and sexually transmitted diseases/sexually transmitted infections (STDs/STIs).
2. Increase the use of abstinence education as the optimal health message for adolescents by implementing positive youth development programs with a Sexual Risk Avoidance emphasis.

### Objectives

1. 80% of program participants will define abstinence as the best health method to prevent teen pregnancy and STDs/STIs by the end of the program.
2. 75% of youth enrolled will complete at least 75% of the program.
3. 75% of program participants will report being able to implement refusal skills.
4. Programs will report a decrease in sexual activity among program participants by the end of the program year.
5. 100% of program participants will receive youth development activities.

## 2j. Performance Deliverables

REPORTING PERIOD	PERFORMANCE REQUIREMENTS	DUE DATE
FIRST PERIOD	<p><u>10/1/17 – 12/31/17 Reporting Period:</u></p> <ul style="list-style-type: none"> <li>• Fully executed contract and attachments</li> <li>• Submission of the signed Contract Budget and Quarterly Cumulative Contract Expenditure Report Form</li> <li>• Submission of the Certified or In-kind Cost Workbook for October, November, and December</li> <li>• Program data reported to the evaluator</li> <li>• Submission of the Program Calendar for October 2017 – December 2017</li> <li>• Submission of the Program Calendar for January 2018 – March 2018</li> <li>• Submission of the Quarterly Program Report</li> <li>• <b>Performance Measure:</b> Attendance at DFCS-OPFS Contract Management Meeting</li> </ul>	12/31/17



REPORTING PERIOD	PERFORMANCE REQUIREMENTS	DUE DATE
SECOND PERIOD	<p><u>01/01/18 – 03/31/18 Reporting Period:</u></p> <ul style="list-style-type: none"> <li>• Submission of the signed Contract Budget and Quarterly Cumulative Contract Expenditure Report Form</li> <li>• Submission of the Certified or In-kind Cost Workbook for January, February, and March</li> <li>• Program data reported to the evaluator</li> <li>• Submission of the Program Calendar for April 2018 – June 2018</li> <li>• Submission of the Quarterly Program Report</li> <li>• <b>Performance Measure:</b> Served at least 40% of the yearly target number of youth</li> </ul>	3/31/18
THIRD PERIOD	<p><u>04/01/18 – 06/30/18 Reporting Period:</u></p> <ul style="list-style-type: none"> <li>• Submission of the signed Contract Budget and Quarterly Cumulative Contract Expenditure Report Form</li> <li>• Submission of the Certified or In-kind Cost Workbook for April, May, and June</li> <li>• Program data reported to the evaluator</li> <li>• Submission of the Program Calendar for July 2018 – September 2018</li> <li>• Submission of the Quarterly Program Report</li> </ul>	6/30/18
FOURTH PERIOD	<p><u>07/01/18 – 09/30/18 Reporting Period:</u></p> <ul style="list-style-type: none"> <li>• Submission of the signed Contract Budget and Quarterly Cumulative Contract Expenditure Report Form</li> <li>• Submission of the Certified or In-kind Cost Workbook for July, August, and September</li> <li>• Program data reported to evaluation, if applicable</li> <li>• Submission of the Quarterly Program Report</li> <li>• <b>Annual Performance Measure:</b> 95% of the target population served and reported to DFCS-OPFS</li> <li>• <b>Annual Performance Measure:</b> 80% of program participants will define abstinence as the best health method to prevent teen pregnancy and STDs/STIs by the end of the program OR a statistically significant difference from pre- to post-survey</li> <li>• <b>Performance Measure:</b> Documentation of attendance at two (2) DFCS-OPFS sponsored, program-related professional development opportunities or special events</li> </ul>	9/30/18

- \* **NOTE:** If program funds for the contract year are not being adequately expended by the end of the second quarter, DFCS-OPFS may de-obligate contract funding to reflect current spending projections. Mandatory de-obligations will be incurred at the end of the third period, if DFCS-OPFS feels federal funds may be lapsed.

Contractors will have up to 13 working days after the end of the reporting period and stated due date to submit deliverables and supporting documentation. For any performance deliverable not met and reported within this timeframe, DFCS-OPFS retains the right to reduce the payment associated with the reporting period up to 5% for each deliverable goal not met and timely reported. **NOTE: Reported expenditures by the contractor do not guarantee reimbursement payment in full.** If program performance measures and program fidelity are not met, DFCS-OPFS reserves the right to apply a payment reduction. For repeated failure to timely meet goal oriented performance and/or payment schedule requirements, DFCS-OPFS reserves the right to make additional reductions for each subsequent reporting period in which a performance deliverable is not completed within the prescribed timeline.

DFCS-OPFS reserves the right to modify performance requirements as stated in the SoN prior to a contract being issued.

### 3. APPLICATION SUBMISSION INSTRUCTIONS

#### 3a. Number of Copies

**One (1) original application** must be submitted at the time of initial submission to include: application, application narrative if applicable, budget summary and narrative, application attachments with all signature pages **signed in blue ink, four (4) additional copies, and one (1) electronic copy.** All of the aforementioned application documents are also required to be submitted on a CD or flash drive, which will serve as the electronic submission. Assemble the original printed application with a binder clip. The application must follow the outline as described on pages 33 – 34 of this SoN. The application package must be completed and submitted in accordance with SoN section 3b. and 3c. or the application will be disqualified.

#### 3b. Submission Date

Applications must be postmarked by **May 15, 2017**, and must include the original signature of the executive officer of the applicant on the first page of the application. Applications postmarked after that date will be classified as late and will **not** be considered for funding. Applicants are cautioned to request a legibly dated United States Postal Service postmark or receipt, or to obtain a legibly dated receipt from a commercial carrier. **DFCS-OPFS will not accept office-metered postmarks, faxed, hand-delivered, or e-mailed applications.** The mailing address for applications is below:

Attn: 2017 SRA Abstinence SoN  
Division of Family and Children Services  
Office of Prevention and Family Support  
2 Peachtree Street NW, Suite 26-266  
Atlanta, GA 30303

### 3c. Disqualification Factors

Any application postmarked after the May 15, 2017, deadline will be regarded as late and will not be considered for funding. It is the responsibility of the applicant to ensure the proposal is received postmarked by the specified deadline.

Additionally, DFCS-OPFS will not consider funding any applicant that fails to comply with all application requirements. Disqualification factors include any of the following:

- Applicant is not a public government entity or 501(c)(3) non-profit organization.
- Applicant has not been in existence for at least 24 months.
- Submission fails to be postmarked by the deadline date.
- Submission fails to include an original signature of the applicant's executive officer on the application.
- Application lacks original signatures where appropriate.
- Failure to include complete application, budget summary, budget narrative, and attachments.

### 3d. Questions and Technical Assistance

DFCS-OPFS will host a teleconference to address questions regarding the SoN. Please email Missy Thompson, Program Specialist, at [Missy.Thompson@dhs.ga.gov](mailto:Missy.Thompson@dhs.ga.gov) to register for the **SoN informational conference call scheduled for Wednesday, April 19, 2017, at 11:00 a.m.**

Please e-mail questions to address during the teleconference to Ms. Thompson by Monday, April 17, 2017, at 2:00 p.m.

Although questions will be permitted until the date of the SoN submission, they will be answered subject to staff availability. As such, applicants are strongly encouraged to ask all questions as early as possible in the SoN process.

Contact persons for program and finance questions are indicated below:

Program Questions  
Missy Thompson  
Program Specialist  
E-mail: [Missy.Thompson@dhs.ga.gov](mailto:Missy.Thompson@dhs.ga.gov)  
Phone: (404) 657-0828

Finance Questions

Regina Mobley

Finance Officer

E-mail: Regina.Mobley@dhs.ga.gov

Phone: (404) 657-9391

## 4. PROPOSAL NARRATIVE

The following information provides a description of necessary components to be contained in the narrative portion of your proposal. Limit the narrative to twelve (12) pages and use the outline format described in this section. The narrative is a detailed statement of the work to be undertaken and answers who, what, when, where, why, and how statements about the SoN proposal. **DFCS-OPFS requires that applicants restate and number each question followed by the response. Italicized text does not need to be restated.**

### 4a. Administration (1 page)

1. Name of the implementing agency and provide a brief description of the implementing agency.
2. Describe the applicants accounting system. State if the accounting system is automated, manual, or a combination of both.
3. If awarded a contract, the applicant will be legally liable programmatically and financially for the contract. Provide a brief description of the applicant's qualifications and experience with managing contracts and cash flow for contracts.
  - a. *Provide qualifications and experience of applicant agency to include: overseeing the administration and supervision of contract-funded projects; maintaining a quarterly cash flow; and monitoring contract expenditures.*
  - b. *If the applicant agency **will not** be the fiscal agent for this contract, name fiscal agent and address whether the fiscal agent will have the ability to maintain a quarterly cash flow. A copy of a legally binding memorandum of understanding with the applicant agency and its fiscal agent specifying the relationship, work flow, and responsibilities between the parties should be included in the application's Attachment A-3.*
  - c. *If the applicant agency **will not** be the implementing agency for this contract, name the implementing agency. A copy of a legally binding memorandum of understanding with the applicant agency and its implementing agency specifying the relationship, work flow, and responsibilities between the parties should be included in the application's Attachment A-3.*

4. Name the Community Partners and their description and contribution, if any, to the proposed program.

#### **4b. Community Assessment (2 pages)**

1. Describe the need for this project within the community. *Include specific information and data such as demographics, poverty rate, pregnancy rate, STD/STI rate, school dropout rate, juvenile court data, and youth trends. Describe existing gaps in local services for youth.*
2. Describe how the proposed project will meet the needs of the community.

#### **4c. Target Population (½ page)**

Provide a detailed description of the clearly defined target population to be served in the contract period, including the following:

1. Target group: a) *middle school—grades 6 – 8; b) high school—grades 9 – 12; or c) both middle and high schools—grades 6 – 12*
2. Age range
3. Number of youth to be served
4. Gender: a) *male only; b) female only; or c) male and female;*
5. County or counties to be served
6. Special populations: a) *Youth who are African-American/Black; b) Youth who are Hispanic; c) Youth who are in foster care; d) Youth who are involved in the juvenile justice system; e) Youth who are living in communities with high teen pregnancy and birth rates; and f) Youth who are living in high poverty communities.*
7. Other demographics, if applicable

## 4d. Methods and Procedures (6 pages)

### Service Delivery

1. Describe the overall format and design of the program, addressing the following:
  - a. Program setting (*i.e., community-based, school-based, or other*);
  - b. Program time (*i.e., during school hours, after school, weekends, summer, or year-round*);
  - c. Program duration (*i.e., the length of the program in number of sessions, days, weeks, and/or months*); and
  - d. Program hours (*i.e., the minimum number of program hours per site/group*).
2. Complete the Program Timeline (Attachment A-4). *Provide a detailed timeline from October 2017 to September 2018 of planned contract activities, including, but not limited to, program start and end dates for each site, special events, and planning.*
3. List the specific site(s)—the physical locations—where programming will occur (*i.e., the site name and the street address*). *Attach Memorandum(s) of Understanding for sites not under the jurisdiction of the applying or implementing agency (Attachment A-3).*
4. Describe how and when youth will be recruited to participate in the program.
5. Describe the intake process. List the criteria to determine which individuals will be offered program services. Describe how parental consent for youth to participate in the program and the evaluation will be obtained.
6. Describe the services and supports that will be provided to **all** individuals in the target population using DFCS-OPFS contract funds.
  - a. State the proposed primary SRA abstinence curriculum that will be completed in its entirety this contract period. Describe how the primary SRA abstinence curriculum will be implemented.
  - b. State and describe the youth development activities program participants will receive in addition to the SRA abstinence curriculum from the list of youth development activities listed on page 15. Explain how each youth development activity will be implemented.
  - c. Insert a chart that indicates the activity, the type of activity, and the number of hours per activity per site/group. An example chart is below:

Activity	Type	Number of Hours per Site/Group
Primary SRA Abstinence Curriculum	<i>Choosing the Best</i>	6
Youth Development	Alcohol, Tobacco, and Other Drug Prevention	2
Youth Development	Community Service	3

Activity	Type	Number of Hours per Site/Group
Youth Development	Enrichment	4
Youth Development	Healthy Relationships— <i>REAL Essentials</i>	5
Total Program Hours Per Site/Group		20

7. Describe the DFCS-OPFS-funded services and supports that will be provided to subsets of the target population or to youth in the target group who may or may not be receiving intensive services (e.g., a summer leadership camp, a school-wide assembly, youth conference, etc.), if applicable.
8. Describe the parent involvement and community awareness activities that will be provided using DFCS-OPFS funds, if applicable.

## Staffing

9. Describe the primary roles and responsibilities for each contract-funded position. Attach a job description for each position discussed (Attachment A-5).
10. Explain the plan for orientation, training, and supervision of contract-funded staff.

## 4e. Goals, Objectives, and Evaluation (1 ½ pages)

1. List the required program goals as outlined in the SoN. List any additional program goals in a clearly defined and measurable manner.
2. List the required program objectives as outlined in the SoN. List any additional program objectives in a clearly defined and measurable manner.
3. Explain how any additional program goals and objectives will be evaluated, if applicable. Address the following:
  - a. The process for collecting data
  - b. The process for analyzing data
  - c. The person(s) responsible
  - d. How often data will be collected and analyzed

(Note: Applicants should only respond to this item if they added program goals and objectives that were not stated in the SoN.)

## 4f. Sustainability (1 page)

1. Describe the specific activities that will take place during the contract period to ensure program sustainability.
2. List the current funding sources and amounts of funding for your organization.

## 5. PROPOSAL BUDGET SUMMARY WORKBOOK

### 5a. Fiscal Agent Responsibilities

All applicant agencies receiving DFCS-OPFS funds should have an annual agency budget that derives at least 25% of its income from other federal, state, local or private funds, exclusive of DFCS-OPFS awards. The applicant agency should meet the following criteria as outlined below:

1. Accounting records provide information needed to identify each contract awarded (State, Federal, Local Government, and Private) to applicant by identifying the receipt of funds for each contract and the expenditure of funds for each contract award.
2. Entries in accounting records refer to subsidiary records and/or documentation which support the entry and can be readily located.
3. The accounting system provides accurate and current financial reporting information.
4. The accounting system integrates with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

*DFCS-OPFS reserves the right to fund requests completely or partially depending upon total funds available and application review.*

### 5b. Proposal Budget Summary Workbook Instructions

Complete the Budget Summary workbook (Attachment A-2). The Excel workbook contains a budget summary for the applicant. The budget summary must provide computation of requested funds and justification of costs in relation to activities.

A detailed budget narrative also should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not just include a cost item for “Speaker Contracts.” The applicant must describe what the purpose is, who the speaker is, what event is happening, and a justification of including this cost and value added to the proposed program.

Contractors are responsible for obtaining and executing MOAs or MOUs with partners or sub-contractors providing services under this agreement. Documentation and copies of agreements can be requested by DFCS-OPFS at any time during the contract period.



The budget summary and budget narrative should be submitted attached to the application and electronically via CD or flash drive. The budget summary and budget narrative should be submitted in the Excel format.

The budget request for the following **indirect activities may not exceed 10% of the contract request**: administrative oversight; supervision of staff; bookkeeping/data entry; local evaluation; real estate rental/utilities/other facility costs; equipment; other agency shared costs. A list of some common indirect costs is listed below. **In the budget narrative, all cost items should be properly detailed and identified as direct or indirect in order for DFCS-OPFS to make the proper determination on use of funds.**

Any DFCS-OPFS required activity (e.g., the contract management meeting) is considered a direct cost for the purpose of this contract.

**Common Indirect (Administrative) Costs:**

- Contract Manager
- Finance Director/Accountant/Bookkeeper
- Trainer
- Bookkeeping costs
- Financial and/or programmatic audit costs
- Rent and/or mortgage on administrative offices
- Utilities on administrative offices
- Office supplies for staff
- Pens, paper, etc.
- Insurance
- Employee travel to non-required training
- Printing
- Meeting Expenses
- Copier
- Postage
- Vehicle Maintenance
- Background Investigations

**Costs that will need justification to be considered direct service:**

- Trainings
- Conferences
- Travel outside of direct service travel
- Equipment
- Administrative Staff and Supervisors who also provide direct services
- Meeting expenses
- Volunteers
- Cell phones for direct service employees requiring travel

**Allowable and Unallowable Costs:** A list of allowable and unallowable costs is provided in the budget summary workbook. Examples of allowable expenses are defined under the budget categories.

## 6. APPLICATION ATTACHMENTS

The applicant is required to comply with the following as described in the SoN attachments. The contractor will be responsible for ensuring that any service delivery partners comply with the following forms applicable to the partner.

- A-1 **Application Face Sheet:** The face sheet should be signed by the executive officer of the applying agency.
- A-2 **Budget Summary Workbook:** The electronic copy of the Budget Summary Workbook should be submitted in the Excel format. The Proposed Budget Summary and the Budget Narrative should be attached to the application.
- A-3 **Memorandum(s) of Understanding (MOUs):** A MOU is a formal agreement specifying the relationship, work flow, and responsibilities between two or more parties. The applicant needs to include the following applicable MOUs:
  - a. MOU between Applying Agency and Fiscal Agent, if applicable
  - b. MOU between Applying Agency and Implementing Agency, if applicable
  - c. MOU between Applying Agency and Program Sites, if applicable
- A-4 **Program Timeline:** The applicant needs to provide a detailed timeline from October 2017 to September 2018 of planned contract activities, including but not limited to, program start and end dates, planning, training, and special events.
- A-5 **Job Descriptions:** The applying agency must include the job descriptions of all contract-funded personnel.
- A-6 **Required Forms:** To certify intent to comply with all of the following, the chief executive officer of the applying agency must review, complete, sign, and submit all of the following forms:
  - a. **Certificate of Liability Insurance** (Non-Profits Only)

Submit a copy of the agency's liability insurance certificate indicating the Georgia Department of Human Services as the certificate holder.

Please read DHS Contract template "Para #129 Insurance" which details the appropriate amount of insurance needed if funding is awarded:

**PARA #129 INSURANCE:  
(NOT APPLICABLE TO STATE ENTITIES, BD OF REGENTS—STATE COLLEGES  
AND UNIVERSITIES)**

The following requirements shall be adhered to by Contractors throughout the duration of this Contract, and as may otherwise be specified herein. Contractor shall procure and maintain insurance that shall protect the Contractor and the Department from any claims for bodily injury, property damage, or personal injury that may arise out of operations under this Contract. Contractor shall procure the insurance policies at its own expense and shall furnish the Department an insurance certificate of the coverage required in this section listing the Department as certificate holder. In addition, the insurance certificate must provide the name and address of the insured, name, address, telephone number and signature of the authorized agent; the name of the insurance company (licensed to operate in Georgia); a description of the coverage in detailed standard terminology (including policy period and limits of liability); and, an acknowledgment that notice of cancellation is required to be given to the Department. Contractor is required to obtain and maintain the following types of insurance coverage for the duration of this Contract:

- A. Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia in Title 34, Chapter 9 of the O.C.G.A. (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that Contractor qualifies to pay its own workers compensation claims). Contractor shall require all subcontractors that are required by statute to hold workers compensation insurance and that occupy the premises or perform work under this Contract to obtain an insurance certificate showing proof of Workers Compensation Coverage.
- B. Commercial General Liability Policy (Occurrence) to include contractual liability. \$1 million per occurrence/\$3 million dollar aggregate policy limits.
- C. Business Auto Policy (Occurrence) to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by Contractor or Contractor's personnel in the performance of this Contract. \$1 million per occurrence/\$3 million dollar aggregate policy limits.
- D. Malpractice/Professional Liability Policy (Claims Based) with EDP, Errors and Omissions Coverage. \$1 million per occurrence/\$3 million aggregate policy limits.
- E. Commercial Umbrella Policy (Occurrence). An umbrella policy may cover the aggregate policy limits required herein. There must be no gap between the \$1 million and \$3 million dollar policy limits and the umbrella policy must follow the form of the underlying \$1 million primary policy.

The Contractor's policy containing coverage amounts with higher limits than stated above will satisfy the requirements of this paragraph.

The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed or allowed to lapse for any reason until at least 10 days prior written notice has been given to the Department. Certificates of Insurance showing such coverage to be in force shall be filed with the Department prior to commencement of any work under this Contract. The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies acceptable to the Department. All such coverage shall remain in full force and effect during the initial term of this Contract and any renewal or extension thereof. At all times, coverage shall be within limits acceptable to the Department.

**Applicants, if your current liability insurance does not satisfy the required liability coverage limits, DO NOT make any changes to your coverage.** DFCS-OPFS will notify applicants if an updated certificate of insurance is needed.

b. **Corporate Resolution** (Non-Profits Only) - *Notarized*

Submit a corporate resolution authorizing the applying agency to enter into a contract with the Georgia Division of Family and Children Services to provide sexual risk avoidance abstinence education.

Please refer to the sample Corporate Resolution. Applicants are not required to use the sample template, but the Corporate Resolution should include all the items on the sample template.

c. **Criminal History Investigations Documentation**

Submit a statement on agency letterhead attesting the applying agency will complete criminal history investigations (background checks) using Cogent – Georgia Application Processing Services (GAPS) on all staff serving youth in the DFCS-OPFS SRA Abstinence Education and Youth Development Program funded program according to the Georgia Department of Human Services Criminal Investigations contract requirement.

Please read DHS contract template “Para #122 Criminal History Investigations” which describes the type of background checks that will be needed if funding is awarded.

**PARA #122 CRIMINAL HISTORY INVESTIGATIONS:**

(122B) 04/01/13

For a position that involves direct care, treatment, custodial responsibilities, or any combination thereof for clients rendered under this Contract, the Contractor agrees to undergo a criminal history investigation which shall include a fingerprint record check pursuant to the provisions of O.C.G.A. § 49-2-14. Fingerprint record checks shall be submitted via Live Scan electronic fingerprint technology via the Cogent-Georgia Applicant Processing Services (GAPS) system. Contractors must register with the GAPS at [www.ga.cogentid.com](http://www.ga.cogentid.com) and follow the instructions provided on the website.

For positions that do not involve direct care, treatment, custodial responsibilities, or any combination thereof for clients under this Contract, the Contractor agrees to complete a finger-print based State of Georgia background check only. Fingerprint record checks shall be submitted via Live Scan electronic fingerprint technology via the Cogent-GAPS system. Contractors must register with GAPS at [www.ga.cogentid.com](http://www.ga.cogentid.com) and follow the instructions provided on the website.

d. **Office of the Secretary of State Registration Documentation** (Non-Profits Only)

Please go to the Office of Georgia Secretary of State – Corporations Division’s business search webpage at <https://ecorp.sos.ga.gov/BusinessSearch>. Search

for your business by entering the appropriate search criteria. Select your business. Print the results as your registration documentation.

Please note that an organization must have an “Active/Compliance” business status to enter into a contract with the Georgia Division of Family and Children Services – Office of Prevention and Family Support.

e. **Security Immigration and Compliance Form** (Non-Profits Only) - *Notarized*

Submit the following Security and Immigration Compliance Form:

- ☐ Contractor Affidavit
- ☐ Subcontractor Affidavit (if applicable)
- ☐ Sub-subcontractor Affidavit (if applicable)

The “Federal Work Authorization User Identification Number - also known as the “E-Verify Company ID number” - is the six-digit number that is assigned to businesses when they enroll in E-Verify. E-Verify is a web-based program whereby employers can check whether or not their new hires are eligible to work in the U.S.

f. **Tax Compliance Form**

Submit the Georgia Department of Revenue State Tax Compliance Form.

g. **Vendor Management Form**

Applicants who are awarded funding must be a registered vendor with the State of Georgia. To review, confirm, or apply for vendor registration, applicants must submit the Vendor Management Form.

h. **W-9 Form**

Applicants must complete a W-9 Form, Request for Taxpayer Identification Number (TIN) and Certification.

i. **Evaluation Acknowledgement Form**

Applicants must certify an understanding of the SRA Abstinence Education and Youth Development Program evaluation, including survey administration.

If the proposed program will be taking place at a school during school hours, prior approval from a local board of education and its sex education committee is needed to implement a Sexual Risk Avoidance Abstinence Education curriculum and to administer the pre- and post-surveys. Once approval is granted, the superintendent and applicable principal must sign the Evaluation Acknowledgement Form

j. **Assurance of Medical Accuracy Form**

Applicants must attest and certify that program materials are medically accurate.

For all contract documents, applicants must use their legal business name, as registered with the Georgia Secretary of State. Additionally, applicants should indicate “Title V Abstinence Education Grant Program” as the project/program name on all required forms.

A-7 ***Letter of 501(3)(c) Designation:*** An applicant who is a non-profit agency must include a copy of their IRS determination letter regarding the agency’s 501(c)(3) tax-exempt status.

A-8 ***Applicant’s Financial Statements:*** The applicant must maintain compliance and eligibility to receive state funds by complying with audit of OMB Circular A-133 “Audits of States, Local Governments, and Non-Profit Institution” and requirements of O.C.G.A. 36-18-7. Reference: <https://www.audits.state.ga.us/nalgad/rlogovt.html> ; Reference:[https://www.audits.state.ga.us/nalgad/Audit\\_law\\_OCGA\\_36-81-7\\_effective\\_2004.pdf](https://www.audits.state.ga.us/nalgad/Audit_law_OCGA_36-81-7_effective_2004.pdf) Submit the following:

***Local Unit of Government Applicant***

Local Units of Government must attach to the application an audit from the most recently concluded fiscal year in accordance with OMB Circular A-133.

***Non-Profit Applicant***

Non-profit applicants must attach to the application its financial statements from the most recently concluded fiscal year:

- a. Audit from most recently concluded fiscal year in accordance with OMB Circular A-133 and OCGA 36-81-7,
- b. Or if the non-profit applicant is not required to have an audit, attach to the application the following: 1) **Balance Sheet** from the most recently concluded fiscal year showing assets and liabilities; 2) **Profit & Loss Statement**; 3) **Cash Flow Statement**; and 4) **Certification Statement** signed by the CFO, President/CEO, or other senior officer that all documents represent a true and accurate reflection of the entity’s financial condition.

## **7. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT & CONSOLIDATED APPROPRIATIONS ACT**

The Transparency Act requires information disclosure concerning entities receiving federal financial assistance through federal awards such as federal contracts, sub-contracts, grants, and sub-grants (Reference 31 U.S.C. 6101).

Successful applicants will be required to provide total compensation of the five highest compensated officers of the contractor if the contractor in the preceding fiscal year received 80 percent or more of its annual gross revenue in federal awards and \$25,000,000 or more in

annual gross revenue from federal awards. Successful applicants will also need to provide the following information in order to comply with the “Federal Funding Accountability and Transparency Act.”

- Contractor’s DUNS number
- Month of fiscal year end
- Congressional district #

The Consolidated Appropriations Act, 2016, (Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this SoN may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to sub-awards/subcontracts under an Administration for Children and Families mandatory and discretionary grant. Therefore, this salary limitation applies to the SRA Abstinence Education and Youth Development Program contractors.

## 8. SELECTION PROCESS

DFCS-OPFS will review all applications received by the declared deadline to ensure all necessary worksheets and documentation are completed and included in submitted applications. The application review committee will not review incomplete applications, and DFCS-OPFS will not permit applicants to add information to their application after submission unless clarification or additional information is requested by DFCS-OPFS.

DFCS-OPFS will forward all eligible applications to the application review committee who will review, score and rank the applications.

Award notifications will be sent via U.S. mail or email. Applicants awarded funding will begin October 1, 2017 and end September 30, 2018. Communication via telephone, email, and/or fax regarding award notices is prohibited before official notification by DFCS-OPFS.

## 9. CONTRACT AWARD AGREEMENT

DFCS-OPFS will offer a cost reimbursement contract agreement to selected applicants that will define performance standards, process and quantitative outcomes, and an approved budget. Contract payments will be based on the achievement of specific accomplishments of process and quantitative outcomes, and incurred costs, both contract funds and matching funds, of the contractor. Contractors will utilize their own funds prior to receiving reimbursement and must maintain a minimum of four months capital to support full program operations.



DFCS-OPFS reserves the right to make changes to the application budget at the time of the contract award and will communicate any changes to the fiscal agent. DFCS-OPFS may negotiate all or part of any proposed budget after award of the contract award agreement in the event that funding or program requirements so dictate.

## 10. POST-AWARD REQUIRED ACTIVITIES

### 10a. DFCS-OPFS Contract Management Orientation

If an applicant is awarded a contract, it is mandatory to attend the DFCS-OPFS contract management orientation. The date and location are to be determined.

### 10b. Site Visits

DFCS-OPFS staff will conduct a site visit to each contractor during the contract period. Additional visits may be conducted, but each contractor will have at least one visit from DFCS-OPFS staff during the contract year. Site visits will be conducted to monitor the program for progress, implementation, and compliance, and to view program and financial documents.

### 10c. Training, Technical Assistance, and Events

DFCS-OPFS will offer a number of post-award training and technical assistance opportunities and special events (e.g., abstinence education workshops, youth development workshop, Youth Summit, etc). **Contractors are required to attend at least two (2) DFCS-OPFS sponsored, contract-related professional development opportunities or special events per contract year.** Contractors will be informed of the opportunities via email. The number of required trainings may change between the issuance of the Statement of Need and the contracting process with awardees. Awardees should review all contract deliverables prior to signing as they may be different than the SoN.

DFCS-OPFS staff also will give ongoing, individual technical assistance and other support activities to contractors as needed or requested throughout the year.

**Applicants should include costs that might be associated with the required activities (e.g., travel, lodging, food, etc.) within their proposed budgets.**



## Statement of Need Application Submission Instructions

### Disqualification Factors:

- Applicant is not a public government entity or 501(c)(3) non-profit organization
- Applicant has not been in existence for at least 24 months
- Submission fails to be postmarked by the deadline date
- Submission fails to include an original signature of the applicant's executive officer on the application
- Application lacks original signatures where appropriate
- Failure to include complete application, budget summary, budget narrative, and attachments

### Format:

- Use standard size, white paper (8 ½ x 11 inches).
- Use a font size no smaller than 10 points or greater than 12 points; use a legible font (e.g., Arial or Times New Roman).
- Use one inch margins for all Statement of Need (SoN) Proposal Narrative.
- Include a footer identifying the applying agency.
- Clearly number every page submitted as part of your application (handwritten if necessary).
- Adhere to page limits.
- Do not staple printed application; use binder clips.
- Enclose the CD or flash drive in a protective casing and indicate the applicant's name on the casing and/or the device itself.
- Submit the electronic copy of the SoN application with each section/form saved individually. Save PDFs of the forms that require a signature. Save the SoN Proposal Narrative as a Word document and the Budget Summary and Budget Narrative as an Excel file.

### Application Order:

Use the table below to ensure that all requested information is included in your application in the correct order.

Required Application Order	Maximum Page Limit	Applicant Checklist (Y/N)
A-1 Application Face Sheet	N/A	
Statement of Need Proposal Narrative	12	
Application attachments in the order listed below:		
A-2 Proposed Budget Summary and Budget Narrative	N/A	
A-3 Memorandum(s) of Understanding (MOU) a. MOU between Applicant Agency and Fiscal Agent, if applicable	N/A	

Required Application Order	Maximum Page Limit	Applicant Checklist (Y/N)
<ul style="list-style-type: none"> <li>b. MOU between Applicant Agency and Implementing Agency, if applicable</li> <li>c. MOU between Applicant Agency and Program Site(s), if applicable</li> </ul>		
A-4 Program Timeline	N/A	
A-5 Job Descriptions	N/A	
A-6 Required Forms <ul style="list-style-type: none"> <li>a. Certificate of Liability Insurance (Non-Profits Only)</li> <li>b. Corporate Resolution (Non-Profits Only) - <i>Notarized</i></li> <li>c. Criminal History Investigations Documentation</li> <li>d. Office of the Secretary of State Registration Documentation (Non-Profits Only)</li> <li>e. Security Immigration and Compliance Form – Contractor Affidavit (Non-Profits Only) - <i>Notarized</i></li> <li>f. Tax Compliance Form</li> <li>g. Vendor Management Form</li> <li>h. W-9 Form</li> <li>i. Evaluation Acknowledgement Form</li> <li>j. Assurance of Medical Accuracy Form</li> </ul>	N/A	
A-4 Letter of 501(3)(c) Designation	N/A	
A-8 Applicant's Financial Statements	N/A	