

Alabama Department of Public Health
Alabama Personal Responsibility Education Program
Request for Proposal

Agency Name: Alabama Department of Public Health (ADPH), Bureau of Family Health Services (BFHS), Adolescent Pregnancy Prevention Branch (APPB), Alabama Personal Responsibility Education Program (APREP)

Funding Opportunity Title: State Personal Responsibility Education Program (PREP)

Funding Period: FY 2020 (October 1, 2019 - September 30, 2020) and FY 2021 (October 1, 2020 – September 30, 2021)

Funding Type: Funding will be provided in the form of a grant, dependent on the availability of appropriated funds for PREP. Funding for subsequent budget periods will be dependent upon continued availability of funds, satisfactory grantee performance (previous or current grantees), and submission and approval of a competitive proposal for that year. ADPH maintains the right to approve/disapprove subsequent funding.

Awards per Budget Period: Up to three awards; funding range up to \$150,000

Federal Matching Funds Requirement: No matching funds are required

Due Date for Applications: Monday, September 16, 2019, by no later than 3:00 P.M., CST

I. OVERVIEW AND PURPOSE

A. Overview

ADPH/BFHS seeks proposals for projects which meet the guidelines for PREP funding. The legislative authority for this announcement is Section 513 of the Social Security Act, Section 2953 of the Patient Protection and Affordable Care Act of 2010.

B. Purpose

Signed into law on March 23, 2010, the Affordable Care Act, Public Law No. 111 – 148, amended Title V of the Social Security Act to include the PREP formula grant program. This statute allows states to apply for funds for the purpose of replicating evidence-based programs, effective models that have been proven on the basis of scientific research to change behavior, which means delaying sexual activity, increasing condom or contraception use for sexually active youth, or reducing pregnancy among youth.

Specifically, the law stipulates that a program must educate adolescents on both abstinence and contraception for the prevention of pregnancy and sexually transmitted infections (STIs), including Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS). The law also requires that at least three of the following adulthood preparation subjects be addressed:

1. Healthy relationships, such as positive self-esteem and relationship dynamics, friendships, dating, romantic involvement, marriage, and family interactions.

2. Adolescent development, such as the development of healthy attitudes and values about adolescent growth and development, body image, racial and ethnic diversity, and other related subjects.
3. Financial literacy.
4. Parent-child communication.
5. Educational and career success, such as developing skills for employment preparation, job seeking, independent living, financial self-sufficiency, and work-place productivity.
6. Healthy life skills, such as goal-setting, decision making, negotiation, communication and interpersonal skills, and stress management.

II. PROPOSAL DETAILS

A. Eligible Applicants

Eligible applicants are all public or private non-profit organizations, government agencies, non-governmental public or private organizations, faith-based organizations, colleges, and universities who: 1) are legally authorized to conduct business within the State of Alabama; 2) are in a position to operate on a cost-reimbursement basis; 3) become an Alabama registered vendor prior to billing for services; and 4) meet the terms and conditions of the request for proposal (RFP). Individuals not operating within an established organization, agency, business, or other entity are not eligible to apply for this grant opportunity.

Proposals will be accepted from applicant agencies with staff, including project coordinator, that have a minimum of two (2) years of experience in implementing, coordinating, or managing programming that promotes avoidance of youth risk behaviors and collaboration with other youth-serving agencies. Eligible applicants should have a minimum of two (2) years providing programming to youth aged 14 - 19 years. Implementation will be through schools and community-based organizations. The project coordinator must submit a resume or curriculum vitae (CV) with a detailed description of two (2) years of experience in implementing, coordinating, or managing programming that promotes avoidance of youth risk behaviors and collaboration with other youth-serving agencies (include additional pages as necessary).

Applicants who are interested in receiving APREP funding must submit the Notice of Intent to Apply (Attachment M) by August 23, 2019 to:

Kimberly Cole-Flowers
Adolescent Pregnancy Prevention Branch
Bureau of Family Health Services
Alabama Department of Public Health
201 Monroe Street, Suite 1350
Montgomery, Alabama 36104
Kimberly.Cole@adph.state.al.us

B. Allocation of Funds

ADPH is authorized to provide funding to community-based organizations or schools to provide selected evidence-based (EB) abstinence and contraception education programming to youth. Applicants are eligible to apply for FY 2021 and subsequent continuation as

allowed under this announcement or future federal continuations. Awardees will not be required to submit full applications after the initial funding year unless there are material changes made to the program. Instead, funded projects receiving funding in FY 2020 will be required to submit a written Letter of Intent and updated Implementation Plan to receive funding for FY 2021 if funds are made available from the Department of Health and Human Services (HHS), Family and Youth Services Bureau (FYSB), Administration for Children and Families (ACF). ADPH will provide applicants with guidance for submitting any updates to their applications and Implementation Plans. Funding for FY 2021 is not guaranteed to FY 2020 awardees.

Funds awarded through APREP may NOT be used to supplant existing pregnancy prevention services provided in the state by federal, state, local, or other funding.

C. Target Audience and Setting

The target audience will be adolescents 14 - 19 years of age residing in the following counties: Bullock, DeKalb, Elmore, Henry, Houston, Jefferson, Lee, Lowndes, Macon, Madison, Mobile, Montgomery, and Wilcox. Services will be provided to youth populations that are the most high-risk or vulnerable for pregnancies, or otherwise have special circumstances. Additionally, programming may be provided to youth who are in foster care, including group homes or summer camps; youth in juvenile detention programs; Native American, African American, and Hispanic youth; homeless and runaway youth; parenting youth; youth who identify as lesbian, gay, bisexual, transgender, and questioning (LGBTQ); and parent education for those youth involved in PREP programs in any county in Alabama. The setting for implementation of this program will be school settings and community-based organizations (CBOs). Though the objective is to impact these focal populations, it can be expected that a larger segment of the adolescent population will also be reached during program delivery.

All youth will be eligible to participate in APREP programming without regard to race, ethnicity, or sexual identity. Programs should be inclusive and non-stigmatizing and must not express a judgment with regard to sexual orientation, or seek to influence the beliefs of participants with respect to sexual orientation or gender identity. If not already in place, applicants must establish policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin.

D. Deadline for Submission

Proposals must be received by Monday, September 16, 2019, no later than 3:00 P.M., CST. All proposals received after this date will be returned to sender.

Electronic Submission: Completed proposals submitted electronically should be scanned into portable document format (PDF) with all supporting documents and required signatures. Submit the application to Valerie.Lockett@adph.state.al.us.

Mailed and Hand Delivered Proposals: Mail or hand deliver one (1) original signed proposal and four (4) copies to:

Valerie Lockett, Program Coordinator
Adolescent Pregnancy Prevention Branch
Bureau of Family Health Services
Alabama Department of Public Health
201 Monroe Street, Suite 1350
Montgomery, Alabama 36104

E. Copies and Format Required

The applicant agency is required to submit one (1) complete, original, ink-signed proposal and four (4) additional complete copies. The original proposal, as well as the four (4) additional complete copies of the proposal must be UNSTAPLED and UNBOUND. The proposal should be typed and double-spaced on a single side of 8 1/2 x 11 plain, white paper with 1 inch margins using black Times New Roman print with a 12-point size font. All pages must be clearly numbered consecutively. All funding proposals should be submitted with the APREP cover sheet (Attachment A) as the first page of the proposal, followed by a dated cover letter on agency letterhead requesting APREP funds from ADPH for FY 2020 signed by the authorized representative.

Order of funding proposals should follow the *Request for Proposal Checklist* on pages 18-19. For information or clarification, applicant agencies may call (334) 206-5538 or e-mail inquiries to Kimberly.Cole@adph.state.al.us.

F. Pro-Children Act 1994

BFHS will ensure that all approved applicant agencies will provide a smoke-free workplace and promote the non-use of all tobacco products. In addition, Public Law 103227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care, or early childhood development services are provided to children.

G. Criminal Penalty for False Statements

All applicant agencies that knowingly and willfully make or cause to be made false statements or representation of a material fact in connection with APREP will be subject to penalties under United States (U.S.) Code, Title 42—The Public Health and Welfare, Chapter 7—Social Security, Subchapter V—Maternal and Child Health Block Grant (Attachment J).

H. Certifications

Each applicant must complete the following assurances and submit them with the proposal:

1. Certification of Adherence to Guidelines Regarding Environmental Tobacco Smoke (Attachment H)
2. Certification of Adherence to Advisory on Restrictions on Sectarian Activities (Attachment I)
3. Certification of Adherence to APREP Guidelines (Attachment K)
4. Certification of Adherence to Financial Requirements for Personal Responsibility Education Program Grant (Attachment L)

I. Non-Promotion of Religion

A civil rights lawsuit filed by a prominent civil rights group challenged the constitutionality of funding activities that promote a religious point of view. APREP will consider funding proposals from religiously affiliated organizations, but it will not fund organizations which promote a religious point of view.

Under well-settled law, the U.S. Supreme Court holds that in order for legislation to comply with the Establishment Clause of the U.S. Constitution, the statute must have a secular purpose with its primary effect being one that neither advances nor inhibits religion [Vowen v. Kendrick, 487 U.S. 589(1988)]. In order for the APREP legislation, P.L. 111-148, to comply with the Establishment Clause and the U.S. Supreme Court standards, APREP funds must not be used to promote or teach religion. Additionally, the provision of APREP shall not be conducted in church sanctuaries, synagogues, mosques, chapels, or other rooms that are primarily used for religious worship services, unless no other suitable alternative is available. The presentation of any program with religious content must be completely separate from the presentation of the federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct.*

J. Commitment to the Development of Community-Based and Culturally Competent Systems of Care

Successful applicants must respect the unique culture of the children and families with which it provides services. All staff persons must be aware of and sensitive to the cultural, ethnic, and linguistic differences among the youth being served. All staff must be aware of and sensitive to the sexual or gender orientation of the youth, including LGBTQ youth.

Efforts must be made to employ or have access to staff and/or volunteers who are representative of the community served in order to minimize any barriers that may exist. Successful applicants must have a plan for developing and maintaining community-based, trauma-informed and culturally competent programs, including the recruitment, development, and training of staff, volunteers, and others as appropriate to the program.

Applicants must ensure that the program and all services and materials included therein, are medically accurate, age appropriate, culturally and linguistically appropriate, inclusive of all populations, and implemented in a safe and supportive environment.

K. Review Process and Criteria

A review panel consisting of APREP staff, other BFHS staff with federal program experience, and one impartial, independent community professional with grant review experience will screen proposals received by the due date for required documentation and attachments. Proposals deemed eligible to be considered for the FY 2020 funding will be objectively evaluated against the required implementation and funding criteria outlined in this RFP. The panel's scores, based on their assessments, will be the basis for approving or disapproving funding for APREP. ADPH will immediately notify both approved and non-approved applicant agencies by letter. All submitted proposals will remain with ADPH and shall not be returned to the applicant.

M. Scoring Criteria

The following point system (100 total points) will be the criteria used to score all eligible applications:

10 points = Experience of organization and staff (resume or CV)

10 points = Priority Needs for APREP (Section III. A)

25 points = Program Goals and Objectives (Section III. B)

25 points = Methodology for Program Delivery and Efficiency (Section III. C)

10 points = Methodology for Monitoring and Evaluation (Section IV. A and C)

5 points = Timely Reporting Process (Section IV. B)

15 points = Budget Requirements (Section V)

100 points = Total

N. RFP Terms and Conditions

ADPH maintains the right to withdraw this RFP if Alabama does not receive the expected funds from HHS/ACF/FYSB. ADPH reserves the right to alter, amend, or modify provisions of this RFP, or to withdraw this RFP, at any time prior to executing sub-recipient agreements between ADPH and the approved applicant agencies, if it is in the best interest of ADPH and the state of Alabama. The decision of ADPH will be final in this regard.

III. REQUIREMENTS FOR PROJECT NARRATIVE

The project narrative should not exceed 20 double-spaced, typed pages. Other requirements are listed under Section II.G, *Copies and Format Required*. Attachments, including ADPH's required attachments, are not included in the 20 page limit. An applicant agency should only use additional appendices and/or attachments if necessary to provide supporting documentation (i.e., literature review, map(s), administrative charts, project staff positions [resume/CV], and letters of commitment with schools and youth serving CBOs). All pages are to be numbered consecutively. All attachments shall be typed and not handwritten. Applications that exceed these parameters may not be accepted, possibly affecting future funding. For information regarding electronic copies of the required attachments, applicant agencies may call (334) 206-5538 or e-mail inquiries to Kimberly.Cole@adph.state.al.us.

A. Priority Needs for Personal Responsibility Education Programming

The applicant agency should describe the need for APREP in its target population(s). Agencies are encouraged to target youth aged 14 - 19 years in the designated counties that are the most high-risk or vulnerable for pregnancies, as well as youth in or aging out of foster care and

youth in adjudication systems in any county. Additionally, applicants will assure that project initiatives are inclusive of and non-stigmatizing toward all participants.

The projected number of participants to be served by the applicant agency's project should be estimated by age, race or ethnic group, gender, and at risk group. Statistical data can be obtained by county from ADPH's Center for Health Statistics by calling (334) 206-5426, or visiting the website at <http://adph.org/HealthStats>. When using statistical data, applicant must cite the source.

B. Program Goals and Objectives

The goal of APREP is to decrease pregnancy and the acquisition of STIs among Alabama's youth through implementation of effective, EB educational programming in order to promote successful transition to young adulthood. This EB programming will equip youth to resist sexual risk behaviors and to make choices that will promote better health and well-being as they mature into young adulthood. The applicant agency should list goal(s), objectives, and activities of the proposed project and explain how they are consistent with those of APREP.

Applicants are required to implement program activities that contribute to the following program objectives:

1. Objective 1: Implement programming to youth aged 14 - 19 to receive education exclusively on sexual risk avoidance that teaches participants to refrain from non-marital sexual activity through school and community-based programs.
2. Objective 2: Conduct community outreach events reaching youth and adults to provide information on sexual health topics.

C. Methodology

APREP will provide medically accurate and complete curricula that are verified or supported by the weight of research, conducted in compliance with accepted scientific methods, and published in peer-reviewed journals, where applicable; or comprising information that leading professional organizations and agencies with relevant expertise in the field recognize as accurate, objective, and complete. Further, programming must be utilized to educate youth who are sexually active regarding responsible sexual behavior with respect to both abstinence and the use of contraception.

1. Programming

APREP programming will provide medically accurate and complete contraceptive information. It will inform youth about the responsibilities and consequences of being a parent, and how early pregnancy and parenthood can interfere with educational and other goals. It will also educate youth about the risks associated with STIs, including HIV.

Trained facilitators will deliver programming to youth in school and community-based settings. Co-ed settings are expected for delivery of curriculum. If there are unique needs in a specific community that present barriers, these should be described. Approval must be received by ADPH for gender separated program delivery.

The approved EB curricula for the FY 2020 funding cycle for implementation through APREP are found in Table 1. All programming will target youth aged 14 - 19 years and be provided within school and community-based settings. Training for approved curricula will be provided by APPB staff prior to implementation.

EB programming must be delivered with fidelity. Funded projects must assure the following:

- All educators will attend required training for selected EB curriculum.
- APREP fidelity monitoring form will be completed by educators for each session taught.
- Requests to adapt EB curriculum will be submitted to APREP staff for approval.
- Fidelity issues identified by APREP site visits will be addressed and corrective action taken when indicated.

In addition to the EB programming, at least three adulthood preparation (AP) subjects must also be addressed. These requirements may be met in one of the following ways:

- The applicant may propose to use selected portions of the *Love Notes* curriculum, consisting of a total of two one-hour sessions using lessons identified by APREP. This option meets the AP requirement in full. AP topics addressed are Adolescent Development, Healthy Life Skills, and Healthy Relationships. *Love Notes* is available from The Dibble Institute for \$425.00 (www.dibbleinstitute.org). APREP will provide training on this curriculum if selected.
- The applicant may propose to use lesson 1 or 2 of the *Money Habitudes 2 for At-Risk Youth Curriculum*, consisting of a one (1) hour, one (1) time session. AP topic addressed is financial literacy. *Money Habitudes* is available from The Dibble Institute for \$225.00 for the complete group pack (www.dibbleinstitute.org). APPB staff will provide training on this curriculum if selected.
- If the EB curriculum includes one or more AP subjects, this may meet a portion of the AP requirement.
- Applicants may propose to meet additional AP requirements through collaboration with community partners. For example, Upward Bound and Job Corps are options for Educational and Career Success, Mentoring Programs may meet Adolescent Development requirements, and there are several Financial Literacy programs offered through community organizations. If an applicant proposes to meet the AP requirements through such partnerships, a clear description of how this requirement will be met must be provided. The description should include course description and outline, sponsoring organization, mechanism for delivery, and how it will be integrated into the EB curriculum selected. AP delivered through these collaborative efforts will not be funded by APREP, but will be monitored to assure compliance with federal guidelines.

Parental consent is not a requirement of APREP for participants aged 14 years or older. Participants younger than 14 years of age must have parental consent. If parental consent is requested by either the applicant or a partner organization, passive parental consent forms provided by APREP are required to be distributed prior to implementation.

Table 1. Approved EB Curriculum for APREP FY 2020 Funding Cycle

Curriculum/Publisher	Sessions	Settings	Cost	AP Included
<i>Making Proud Choices!(MPC)</i> Select Media, Inc.	(8) 1-hour sessions or (4) 2-hour sessions or other with approval	Particularly effective with high risk youth.	\$648 for Implementation Kit with DVDS	Healthy Life Skills
<i>Making Proud Choices!(MPC) School Edition</i> Select Media, Inc.	(14) 40-minute sessions or (7) 80-minute sessions	Particularly effective with high risk youth.	\$648 for Implementation Kit with DVDS	Healthy Life Skills
<i>Making Proud Choices! An Adaptation for Youth In Out-of-Home Care (MPC+)</i> Select Media, Inc.	(10) 75-minute sessions	Youth-serving agencies and out-of-care settings, including foster homes, independent and transitional living facilities, and juvenile justice settings	\$648 for Implementation Kit with DVDS	Healthy Relationships, Healthy Life Skills Adolescent Development
<i>Sexual Health and Adolescent Risk Prevention (SHARP)</i> Sociometrics	(2) 2-hour sessions or (1) 4-hour session or (3) 1.5-hour sessions	For youth ages 15-19 residing in temporary juvenile detention facilities. Suggested target populations include high risk youth in clinical, in-patient, or community-based settings.	\$226 for Program Package	Healthy Life Skills, Adolescent Development, and Healthy Relationships
<i>Seventeen Days</i> Carnegie Mellon University	(1) 90-minute DVD	For high risk females. May be considered in a situation where no alternative is	\$200 for DVD	Healthy Relationships

		workable.		
<i>Wise Guys</i>	(10) 1-hour sessions	Male only responsibility health education	\$250 for DVD	Adolescent Development and Healthy Relationships

2. Community Engagement

Understanding the importance of developing and maintaining strong community relationships is vital to reaching the communities that are being served. Community engagement includes mobilizing necessary resources, disseminating information, generating support, and fostering cooperation across public and private sectors in the community.

Applicants are required to host a minimum of two community events, to include events observing Sexually Transmitted Disease (STD) Awareness Month (April) and Teen Pregnancy Prevention Month (May).

Applicants should describe all activities that will be involved in achieving the program objectives.

3. Program Delivery

Attachment B (APREP Implementation Plan) should be completed for each partner agency, venue, or location where APREP will be provided. The following information is required on Attachment B:

- a) The EB curriculum selected for that population, estimating the numbers and characteristics of youth to be reached in that setting.
- b) How the programming will be delivered.
- c) How the AP requirements will be met and documented.
- d) How parental consent will be obtained for participating minors, if applicable.

4. Collaboration with Other Youth-Serving Agencies

Due to the interrelated nature of youth risk behaviors, APREP is more effective when delivered through a collaborative approach, which entails working with other youth-serving agencies within the community.

Describe partnerships and collaborations the applicant agency has with other youth-serving agencies in the proposed project area and discuss how APREP programming will be delivered to youth served by these agencies. A Letter of Commitment from each partner agency must be included with application.

5. Referral for Services

Youth participating in APREP may have needs that the programming will not be able to meet, such as mental and physical health and social service needs. APREP is committed to facilitating healing and recovery and promoting the social and emotional well-being of youth who have experienced maltreatment, exposure to violence, and/or trauma.

Applicants must ensure that all staff are trained to prevent and respond to harassment or bullying in all forms. All staff should be prepared to monitor claims, address them seriously, and document their corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

Applicants are required to maintain a comprehensive list of providers and coordinate with ADPH to develop a resource guide for community and statewide services.

Applicants should also:

- a) Describe how the proposed project will partner with community youth-serving agencies to meet specific needs identified while delivering APREP (i.e., mental and physical health and social service resources).
- b) Describe how the proposed project will train staff to make referrals for youth with diverse needs—including referrals for substance abuse, alcohol abuse, tobacco cessation, family planning, mental health issues, health insurance programs Medicaid and Children’s Health Insurance Program (CHIP), and intimate partner violence—to local public health and social service agencies, hospitals, and other community agencies or organizations.

IV. MONITORING AND REPORTING

A. Performance Measures

Funded projects will be required to monitor and report on project implementation and outcomes through performance measures. Reporting will include at minimum, the following:

1. Output measures (e.g., number and characteristics of youth served, hours of service delivery),
2. Fidelity/adaptation of approved programming,
3. Implementation and capacity building (e.g., community partnerships, competence in working with the identified population), and
4. Outcome measures (e.g., behavioral, knowledge, and intentions).

Applicants should describe their project’s experience and capacity to report on such measures.

In addition, if Alabama is selected by HHS to participate in additional evaluation, sub-recipient projects funded under this announcement will be required to participate. Applicant agencies must give their assurance that they will participate if selected.

B. Project Reporting

Funded projects will be required to prepare and submit the following required documents and reports to APREP.

1. Monthly Calendars
Monthly calendars detailing the educational schedule for all programming must be submitted to the APREP office no later than the 20th of the month preceding the service month. When schedules change, projects must report changes to the APREP office within three days.
2. Program Attendance and Fidelity Forms

Attendance logs, fidelity monitoring forms, and participant surveys will be submitted to APREP within five business days of program completion.

3. Progress Reports (October 1, 2019 – March 31, 2020)

Funded projects will be required to provide midyear reports related to numbers of youth served, activities, accomplishments, barriers, and challenges related to implementation. The progress report will be due no later than April 10, 2020.

4. Year-end Reports (April 1, 2020 – September 30, 2020)

A year-end report for FY 2020 providing a specific, detailed description of all funded project activities through September 30, 2020, will be due on October 10, 2020, in the format specified by ADPH. This report will provide final, summative data on the project's experience, to include challenges and barriers to project implementation, progress in collaborating with other organizations that address youth risk behaviors within their service area(s), and suggestions for improving project implementation to increase efficiency and effectiveness.

5. Performance Measures

Performance measures detailing the number of participants served and their characteristics; program dosage, reach, attendance, and retention; and perceptions of program effectiveness and program experiences will be compiled throughout the grant period. These measures will be reported to ADPH in the format requested. For projects that have been continuously funded from FY 2019, the data will be for the time period of August 1, 2019, through July 31, 2020. For projects newly funded in FY 2020, the data will be for the time period of October 1, 2019, through July 31, 2020. For both groups, the data will be reported to ADPH no later than August 10, 2020. ADPH reserves the right to request these measures at more frequent intervals.

6. Monthly Invoices

Monthly invoices detailing expenditures related to APREP programming will be submitted to the APREP office monthly and are due no later than the 10th of the following month. The invoice should include a breakdown of each line item expense (i.e. personnel, supplies, etc.) and a cumulative total. Supporting documents should be provided for each item. Activity sheets for all employees paid from APREP are required. Activity sheets should provide adequate details to justify payment. Attachment G is provided as an example. Funded projects may use their own form; however, it must include detailed activities, hours spent on said activities, employee's rate of pay, and the total amount to be paid from APREP. More information on the requirements can be found under Section V. B, *Budget Forms*.

7. Other

HHS may implement additional reporting requirements, which will also be required for funded projects.

C. Program Evaluation

ADPH will contract with an evaluator, Auburn University, to analyze the objective

efficiency measures. Funded projects will be required to provide survey data, monitor reports, and any other necessary reporting for program evaluation to Auburn University. In addition, if Alabama is selected by HHS to participate in additional evaluation, sub-recipient projects funded under this announcement will be required to participate. Applicant agencies must give their assurance that they will participate in local and national evaluation (if selected).

V. BUDGET REQUIREMENT

Applicant agencies should develop and submit a budget for a 12-month period from October 1, 2019 through September 30, 2020.

A. Financial Requirements

1. Required Materials

The applicant agency must submit a copy of the following items:

- a) An organizational chart that reflects the structure of the applicant agency and clearly defines each staff member's role in APREP.
- b) A copy of the applicant agency's most recent independent audit in accordance with Federal regulations that require agencies to meet the requirement of the Office of Management and Budget (OMB) Circular A-133, which rescinded OMB Circular A-128.

2. Financial Capability and Integrity

ADPH will evaluate these materials and may reject the proposal on the grounds of the applicant's financial capability. Applicants funded by more than one source must maintain integrity for this grant award by maintaining a completely separate set of records or establishing within the chart accounts and general ledger a separate set of accounts for each grant. The applicant agency is encouraged to secure in-kind services as necessary to strengthen the overall proposal.

B. Budget Forms

The following forms are required to be included in the proposal:

1. APREP Personnel Form (Attachment C)

This form must be completed by each applicant agency with staff that will be paid with grant funding. Report the functional title (i.e., Project Coordinator) for any existing and proposed positions. Report the annual salary, number of months the position is expected to be funded by the project, percentage of time the position's staff will devote to the APREP project, and total dollar amount required for each position listed.

The Fringe Benefits section refers to services provided by the applicant agency to employees as compensation in addition to regular salaries and wages. These services include, but are not limited to, the applicant agency's contributions for social security, retirement, health and/or accident insurance, and workman's compensation insurance.

Fringe Benefits can be actual costs paid or an estimated percentage rate for each employee assigned to the project. If using an estimated rate, it must be based on the applicant agency's customary rate and supported by documentation.

2. APREP Equipment List Form (Attachment D)
This form is required only for applicant agencies planning to purchase equipment for their projects with APREP grant funds under the guidance printed on the form. Equipment is defined as items with an individual purchase price of \$500 or greater, including freight. An applicant agency may not expend more than 10 percent of the requested grant funding on equipment.
3. APREP Grant Funding from Other Entities Form (Attachment E)
This form is required for applicant agencies that receive grant funds from other entities and must be completed in its entirety. If the applicant agency does not receive grant funds from other entities, then the applicant agency staff should mark N/A on the form and include it with the project's proposal. This form should exclude grant funds being requested through ADPH funds.
4. APREP Budget Summary Table (Attachment F)
Applicant agencies must complete this table indicating the total funding from all sources that will support the proposed project.
 - a) Personnel
Personnel costs are actual salaries and wages for staff positions that provide direct programming and administrative support services (including clerical) to the project. The distribution of salaries and wages must be supported by personnel activity reports (i.e., time sheets, payroll sheets). These reports must be maintained for all staff (professional and non-professional) whose compensation is charged, in part or in whole, to the project's grant award. A related document, the weekly Employee Time and Attendance Record (Attachment G), must meet the following standards:
 - (1) Must reflect an after-the-fact distribution of the actual activity of each project staff member,
 - (2) must account for the total activity for which one or more project staff is compensated,
 - (3) must be prepared at least monthly and
 - (4) must be signed by each project staff member and a supervisor having first-hand knowledge of the work performed.

NOTE: The bulk of personnel cost should be in direct programming.

NOTE: Budget estimates or other distribution percentages before the services are performed do not qualify as support for charges to this grant award.

- b) Fringe Benefits
Fringe benefits are allowances and services provided by the applicant agency to one or more project staff members as compensation in addition to regular salary and wages. These include, but are not limited to, cost of leave and project staff members' insurance, pensions, and unemployment benefit plans.

(1) Leave Benefits

The cost of fringe benefits in the form of regular compensation paid to project staff during periods of authorized absences from the job, such as annual leave (vacation time), sick leave, and holidays. These costs are allowable if established by written leave policies with the costs equitably allocated to all activities.

(2) Other Benefits

Benefits that are allowable if established by written policies include cost of fringe benefits in the form of project staff employer contributions for social security, employee health, life, unemployment, and worker's compensation insurance.

(c) Travel

Travel costs are to be used solely for project staff members who will be paid with grant funding.

(1) General Information

Travel costs are allowable expenses for transportation, lodging, subsistence, and related items incurred by project staff traveling on official project business. Such costs are charged on a per diem and/or mileage basis.

NOTE: Projected travel expenses for volunteers, trainees, and clients should be placed in the budget category of *Other* and explained in detail in the budget justification. Projected travel expenses for sub-contractors providing client services (project-related APREP education or services) should be budgeted under the budget category of *Contractual* and explained in detail in the budget justification.

(2) Lodging and Subsistence

Costs incurred by project staff for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by state government policy. Current state rates follow.

(a) Mileage Rate

The current state mileage rate is \$0.58 per mile, effective January 1, 2019.

(b) Per Diem Rates

The daily (meal) per diem rate for a trip that is more than six (6) hours but less than 12 hours away from base for which an overnight stay is not required is \$12.75. The per diem rate for a trip that exceeds 12 hours away from base for which an overnight stay is not required is \$34.00. The overnight per diem rate for a trip that requires one night away from base is \$85.00 per day. If travel requires 2 nights or more, then the per diem rate will be \$100 per day.

(3) Itemization and Required Meetings

(a) Itemization

Travel should be itemized, including travel for state specified conferences or workshops. Automobile mileage from base (the agency's location) should be indicated by the number of miles and local reimbursement rate per mile.

(b) Required Meetings

Curriculum Training

Project-wide training will be required for the program coordinator (or designee) and all instructors on selected curricula for classroom programming. Training will be provided by APREP staff. In addition, budget for program coordinator and instructors to attend an APREP professional development conference for two days in the Montgomery area, including registration fees.

c) Quarterly Meetings

Projects should budget travel expenses, to include mileage and per diem, for project staff to attend quarterly APREP meetings in Montgomery (dates to be determined) during FY 2020 funding period.

d) Equipment

The applicant agency should budget for equipment necessary to carry out the goals and objectives of the project.

NOTE: Fax machines, cameras, video recorders/players, overhead and slide projectors, televisions, computers, and printers, etc., will require prior approval regardless of cost. These exceptions must still be approved for purchase as equipment.

e) Supplies

The applicant agency should budget for materials and supplies that are necessary to carry out the goals and objectives of the project. Projects should budget for curricula and support materials necessary to deliver EB and AP curricula. Purchases should be charged at the actual price after deducting all cash discounts, rebates, and allowances received. This includes, but is not limited to, curricula, books/periodicals/pamphlets, promotional items, and office supplies, plus any equipment with a purchase price (including freight) of less than \$500 per item, which is purchased from grant funds. (Please see the note under Equipment for exceptions.)

f) Contractual

Contractual costs include the cost of professionals and non-professionals who are members of a particular profession, or possess a special skill, but are not employed by the approved agency.

NOTE: Travel by contractual staff should be included in this category if they will be delivering client services (project-related APREP services). For project-related APREP services provided by contractual staff, please list the name and position of each contractor, number of hours, times, or units

multiplied by the rate (example: 48 hours x \$10 per hour), the total cost, and the purpose.

g) Other

Other includes all direct cost items not identified and explained in the previous categories. Some of the major expenditures that should be reported in this category are as follows:

- (1) space and equipment rental,
- (2) utilities and telephone expenses,
- (3) data processing services,
- (4) printing and reproduction expenses,
- (5) postage and shipping,
- (6) contract clerical,
- (7) equipment repairs or service maintenance agreements,
- (8) memberships,
- (9) advertising,
- (10) registration fees,
- (11) client transportation, and
- (12) training costs, speaker fees, and stipends.

h) Indirect Costs

In order for a sub-grantee to charge ADPH indirect cost they must provide a copy of the federally negotiated indirect cost rate agreement. If the applicant agency does not have a federally negotiated indirect cost rate agreement, ADPH will allow a Modified Total Direct Cost (MTDC) rate of 10 percent as long as the applicant agency has never had a federally negotiated indirect cost agreement.

MTDC excludes equipment, capital expenditures, (i.e. rent, utilities, buildings, furniture, and fixtures) participant support costs, and the portion of each sub-award in excess of \$25,000.

i) Budget Narrative

The budget narrative is to be no longer than four (4) double-spaced, typed pages. The applicant agency must provide a detailed budget justification for each line item that specifically describes (including the calculation process) how the proposed budget supports the project's administrative and implementation activities in relation to achieving the project's goals and objectives. Only funding requested from APREP should be included in the budget narrative.

**Request for Proposal
CHECKLIST**

The following checklist is provided to assure that all of the required items (i.e., documentation, assurances, and certifications) have been included in the submitted proposal in the following order:

- 1. APREP Cover Sheet (Attachment A).....
- 2. Dated cover letter on agency letterhead requesting APREP funds from ADPH for FY 2020 with signature by Authorized Representative
- 3. Organizational Chart of Applicant Agency
- 4. Resume (or CV) of APREP Coordinator.....
- 5. Project Narrative.....
- 6. APREP Implementation Plan (Attachment B).....
- 7. Budget Narrative.....

FINANCIAL SUPPORT AND REPORTING DOCUMENTS

- 8. APREP Personnel Form (Attachment C)
- 9. APREP Equipment List Form (Attachment D).....
- 10. APREP Grant Funding from Other Entities Form (Attachment E)
- 11. APREP Budget Summary Table (Attachment F).....

CERTIFICATIONS AND ASSURANCES

- 12. Certification of Adherence to Guidelines Regarding Environmental Tobacco Smoke (Attachment H)
- 13. Certification of Adherence to Advisory on Restrictions on Sectarian Activities (Attachment I).....
- 14. Criminal Penalty for False Statements (Attachment J).....
- 15. Certification of Adherence to Guidelines for APREP (Attachment K).....
- 16. Certification of Adherence to Financial Requirements for Personal Responsibility Education Grant (Attachment L).....

- 17. Letters of Commitment.....
- 18. Independent Audit (if applicable).....

MANDATORY GRANT DOCUMENTS

<http://www.alabamapublichealth.gov/legal/contracts.html>

- 19. Federal Funding Accountability and Transparency Act (FFATA) Disclosure Statement.....
- 20. Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act.....
- 21. State of Alabama Disclosure Statement.....
- 22. E-Verify Documentation.....

Alabama Personal Responsibility Program
Application for Funding FY 2020
Cover Sheet

- 1. Applicant/Organization Name: _____
 - a. Organization Director: _____
 - b. Organization Telephone Number: _____
Fax Number: _____
 - c. Organization Address: _____
 - d. E-mail Address: _____
 - e. Project Coordinator: _____
 - f. Employer Identification Number (EIN): _____

2. Type of Organization (Check one and specify type if "other")

Government	Private: For-profit	Other, specify:
Private: Nonprofit	Faith-based Organization	

- 3. Amount of Funding Requested: _____
- 4. Person Completing Application _____
Title: _____ Telephone Number: _____
- 5. Financial Officer Name: _____
Title: _____ Telephone Number: _____
- 6. To the best of my knowledge and belief all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant and applicant will comply with the attached assurances if the assistance is awarded.

Typed Authorized Signature: _____
 Signed Authorized Signature: _____
 Date: _____

Alabama Personal Responsibility Education Program
Project Implementation Plan FY 2020

Complete for each location to be served.

County: _____

School/Location/Group: _____

School System (if applicable): _____

Ages of youth: _____ Gender(s): _____ At Risk Group (below): _____

Will classes be co-ed or gender separated? _____

Race/Ethnicity of youth: _____

EB curriculum selected: _____

Frequency/Duration (i.e., eight 1-hour sessions four times a week for three months):

Number of cycles per year: _____

How Adulthood Preparation requirements will be met:

Total projected number of participants for grant year: _____

Describe how parental consent will be obtained for participants.

<u>AT RISK GROUPS</u>	
PP - Pregnant or Parenting	RHY- Run Away Homeless Youth
JJ- Juvenile Justice	LGBT – Lesbian, Gay, Bisexual, Transsexual
FC- Foster Children	GEO –Geographic area with high rates of teen pregnancy/STI

APREP Equipment List Form

(Equipment cannot exceed 10 percent of the ADPH APREP funds requested)

Amount Requested in Budget for Equipment:

Itemize, describe, and justify list below. Equipment is defined as, but not limited to: fax machines, cameras, video recorders/players, televisions, microcomputers, printers and slide/overhead projectors.

ITEM	AMOUNT PER ITEM	TOTAL PER ITEM	PURPOSE
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	

Agency/Organization Name: _____

FY Grant Period: _____

ATTACHMENT E

APREP Grant Funding from Other Entities Form
(During this FY grant period, excluding this proposal)

Agency/Organization from which Grant Funds Are Received	Telephone Number of Funding Organization	Grant Funding Time Period (Indicate when funding began and when it will end)	Total Amount	Brief Summary
			\$	
			\$	
			\$	
			\$	
			\$	

Agency/Organization Name: _____

FY Grant Period: _____

APREP Budget Summary Table

(Instructions: funding from all sources that support this project only)

OBJECT CLASS CATEGORIES	APREP FUNDS REQUESTED (A)	Funding from other Entities (B)	TOTAL (C)
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment*			
5. Supplies			
6. Contractual			
7. Other			
8. Indirect Costs**			
9. TOTAL (Sum of 1-8)			

***Not to exceed 10 percent of the total grant award**

****Not to exceed 10 percent of Modified Total Direct Costs (MTDC). MTDC includes the following: salaries and wages, fringe benefits, materials and supplies, services, travel, and sub-awards (first \$25,000 of each sub-award). Excluded from MTDC are equipment, rental costs, utilities, capital expenditures, and the portion of each sub-award in excess of \$25,000.**

This rate does not apply to entities with a federal negotiated rate of indirect costs.

Column A—Amount of funds requested for this project

Column B—Amount of funds from other entities

Column C—Sum of A and B

FY Project Period: _____
(MONTH/DAY/YEAR-MONTH/DAY/YEAR)

Agency or Organization Name: _____

**CERTIFICATION OF ADHERENCE TO GUIDELINES
REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this certification the organization certifies that it will comply with the requirements of the Act.

The organization further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for the children's services and that all sub-recipients shall certify accordingly.

I, _____, on behalf of the _____ (Organization), acknowledge that if said organization is found not to be in compliance with the federal law or the guidelines and rules of the grant, funding **will** be terminated and the organization **will** be required to repay funds received from the grant.

Organization

Program Coordinator

Date

Advisory on Restrictions on Sectarian Activities

Faith-based and community-based organizations are eligible to apply for Alabama Personal Responsibility Education Program (APREP) Grant funding under the Administration for Children and Families (ACF), Department of Health and Human Services (HHS). Please note, however, that no funds provided through the HHS/ACF funded PREP programs may be expended for sectarian instruction, worship, prayer, or proselytization. If a religious organization offers such activities, they must be voluntary for the individuals receiving such services and offered separately from the HHS/ACF funded APREP programming. A HHS/ACF funded PREP program cannot discriminate in providing APREP programming to an individual on the basis of religion, a religious belief, or a refusal to hold a religious belief. All curricula and educational materials for use in the HHS/ACF, APREP must not violate these restrictions on sectarian activities.

CERTIFICATION OF ADHERENCE TO ADVISORY ON RESTRICTIONS ON SECTARIAN ACTIVITIES

On behalf of _____ (Organization), an Alabama Personal Responsibility Education Program (APREP) sub-recipient, I certify that religion (i.e., sectarian instruction, worship, prayer, proselytization) will not be discussed, taught, or promoted by said organization. I also certify that all curricula and educational material used by _____ (Organization) will not violate these restrictions on sectarian activities. I acknowledge that if said organization is found to be non-compliant with HHS/ACF Advisory on Restrictions on Sectarian Activities, or the guidelines and rules of the grant, funding **will** be terminated and said organization **will** be required to repay funds received from the grant during the grant period.

Organization

Project Coordinator

Date

TITLE 42--THE PUBLIC HEALTH AND WELFARE

CHAPTER 7--SOCIAL SECURITY

SUBCHAPTER V--MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT

Sec. 707. Criminal penalty for false statements

- (a) Whoever--
- (1) knowingly and willfully makes or causes to be made any false statement or representation of a material fact in connection with the furnishing of items or services for which payment may be made by a State from funds allotted to the State under this subchapter, or
 - (2) having knowledge of the occurrence of any event affecting his initial or continued right to any such payment conceals or fails to disclose such event with an intent fraudulently to secure such payment either in a greater amount than is due or when no such payment is authorized, shall be fined not more than \$25,000 or imprisoned for not more than five years, or both.
- (b) For civil monetary penalties for certain submissions of false claims, see section 1320a-7a of this title.

(Aug. 14, 1935, ch. 531, title V, Sec. 507, as added Pub. L. 97-35, title XXI, Sec. 2192(a), Aug. 13, 1981, 95 Stat. 824.)

Prior Provisions

A prior section 707, act Aug. 14, 1935, ch. 531, title V, Sec. 507, as added Jan. 2, 1968, Pub. L. 90-248, title III, Sec. 301, 81 Stat. 925, related to failure of State plan to comply with provisions of this subchapter, prior to the general revision of this subchapter by section 2192(a) of Pub. L. 97-35. See section 706 of this title. For effective date, savings, and transitional provisions, see section 2194 of Pub. L. 97-35, set out as a note under section 701 of this title.

Provisions similar to those comprising former section 707 were contained in sections 505 and 515 of act Aug. 14, 1935, ch. 531, title V, 49 Stat. 631, 633, as amended (formerly classified to sections 705 and 715 of this title), prior to the general amendment and renumbering of title V of act Aug. 14, 1935, by Pub. L. 90-248, Sec. 301.

Authorized Representative _____

Organization _____

Date _____

**CERTIFICATION OF ADHERENCE TO GUIDELINES
FOR ALABAMA PERSONAL RESPONSIBILITY EDUCATION GRANT PROGRAM**

I, _____, on behalf of _____ (Organization), certify that in accordance with the provisions of Section 2953 of the Patient Protection and Affordable Care Act of 2010, said organization will adhere to the mandates in the above referenced law requiring that the educational program, to wit, said programming will:

1. Replicate as mandated by Alabama Personal Responsibility Education Program (APREP) evidence-based programs, proven effective on the basis of scientific research to change behaviors, which means delaying sexual activity, increasing condom or contraception use for sexually active youth, or reducing pregnancy among youth.
2. Provide programming as mandated by APREP designed to educate adolescents on both abstinence and contraception, and at least three adulthood preparation subjects, to prevent pregnancy, sexually transmitted infections (STIs), including Human Immunodeficiency Virus (HIV) Acquired Immunodeficiency Syndrome (AIDS), and assure healthy transition into adult roles.
3. Adhere and comply strictly with curricula content and materials as mandated by APREP.
4. Consider the needs of lesbian, gay, bisexual, transgender, and questioning youth, and deliver all APREP programming inclusive of and non-stigmatizing toward such participants.

APREP, and all funded sub-recipient organizations certify compliance with Section 317P (b) (2) of the Public Health Service Act. Mass produced educational materials that are specifically designed to address sexually transmitted diseases/infections (STDs and STIs) are required to contain medically accurate information regarding effectiveness or lack of effectiveness of condoms. APREP will require projects that provide content information about STD/STI or HIV prevention to also provide only project approved, and curriculum related, medically accurate information regarding the effectiveness or lack of effectiveness of condoms and other contraceptives. All project staff should be trained to answer questions that arise during administration of APREP with medically accurate information.

In addition, I acknowledge that HHS will select a subset of programs to participate in a Federal impact evaluation. I certify if APREP and/or specifically my program is selected, I certify that we will participate.

On behalf of _____ (Organization), I acknowledge that if said project is found not to be in compliance with the state or federal law, or the guidelines and rules of the grant, funding will be terminated and the organization will be required to repay funds received from the grant.

Authorized Representative

Date

Organization

ATTACHMENT L

**CERTIFICATION OF ADHERENCE TO FINANCIAL REQUIREMENTS FOR
PERSONAL RESPONSIBILITY EDUCATION PROGRAM GRANT**

On behalf of _____ (Organization), an Alabama Personal Responsibility Education Program (APREP) sub-grantee, I certify that said organization will adhere to financial requirements of the grant. The grant funding must be used solely for the activities associated with implementation of the PREP education project.

Further, if funded by more than one source, I agree to maintain a completely separate set of records or establish within the chart accounts and general ledger a separate set of accounts for each grant.

I acknowledge that if said organization is found not to be in compliance with the financial requirements of the grant, funding **will** be terminated and the organization **will** be required to repay funds received from the grant.

Organization

Project Coordinator

Date

ATTACHMENT M

**Alabama Personal Responsibility Education Program
Notice of Intent to Apply for Funding FY 2020**

On behalf of _____ (Organization), we express our intent to apply for Alabama Personal Responsibility Education Program funding for FY 2020. We estimate reaching _____ youth in the following counties:

Organization

Printed Name of Program Coordinator

Signature of Program Coordinator

Date