Georgia Department of Human Services
Division of Family & Children Services

SFY 2013
Personal Responsibility Education Program (PREP)
Statement of Need
(SON)

Release Date:
March 1, 2012

Deadline for Application and Proposal Submission:
April 2, 2012 – 4 PM, EST

Application and Proposal Guidelines

TABLE OF CONTENTS

Procurement Timeline

SON Release Date	**March 1, 2012**
SON Technical Assistance Q&A	March 8-15, 2012
Application & Proposals Due	April 2, 2012
Award Notice	May 4, 2012
Contract Negotiation/ Distribution	May 5-September 1, 2012
New Contractor Orientation	October 2012
Contract Period	October 1, 2012-September 30, 2013

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

Statement of Need (SON) Overview

Georgia's Personal Responsibility Education Program (PREP) is a state administered federally funded initiative designed to educate youth on both abstinence and contraception for the prevention of unintended pregnancy and sexually transmitted infections (STI's), including HIV/AIDS. PREP addresses the rising teen pregnancy rates by supporting grantees in replicating evidence-based medically accurate health education programs. In addition to reducing and preventing teen pregnancy and STI infection, the program assists youth to become healthy, responsible, self-sufficient adults by educating them on healthy relationships, adolescent development, financial literacy, parent-child communication, educational and career preparation, and healthy life skills. The Georgia Department of Human Services Division of Family and Children Services is accepting applications from non-profit agencies and public entities for the development and implementation of the Personal Responsibility Education Program (PREP). The purpose of this announcement is to enable non-profit and public agencies to support personal education programs that replicate evidence-based effective program models that have been proven on the basis of scientific research to change behavior, which means delaying sexual activity, increasing condom or contraceptive use for sexually active youth, or reducing pregnancy among youth. This announcement sets forth the application requirements, the application process, and other administrative and fiscal requirements on how to apply for funding

Applications aiming to reduce pregnancies and STI's among foster care youth, African American, Hispanic, youth with HIV/AIDS, Gay, Lesbian, Bisexual, Transgender, & Questioning (LGBTQ), and parenting youth are strongly encouraged to apply for funding under this announcement.

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

Mission, Vision, and Goal for Georgia PREP Initiative

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

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

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

***Short-Term Outcomes:*

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

****Long-Term Outcomes:*

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

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

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

SECTION A- GENERAL INFORMATION

I. Purpose

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

II, Target Populations

Funded PREP programs must provide services to youth in one of the 10 targeted PREP counties. Applicants are encouraged to serve youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including foster care youth, African American, Hispanic, youth with HIV/AIDS, Gay, Lesbian, Bisexual, Transgender, & Questioning (LGBTQ), and parenting youth. Youth are defined as those who have attained age 10 but have not attained age 20. Applicants are required to provide specific information about the target population(s) to be served in the proposal narrative.

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

Public Health Agencies	**Private and Public Education Agencies**	**Public Entities and Private Community Based Organization(CBO's)**
• Foster Youth • African American Youth • Hispanic Youth	• African American Youth • Hispanic Youth	• Pregnant and Parenting Youth • LGBTQ Youth • Youth living with HIV/AIDS • African American Youth • Hispanic Youth

III. Eligible Applicants

State government agencies, institutions and other public entities and non-profit organizations in the 10 target counties (Fulton, DeKalb, Gwinnett, Muscogee, Chatham, Dougherty, Bibb, Clayton, Richmond, and Cobb) may apply for funding under this SON. While the agency does not have to be based in one of the 10 targeted PREP counties to apply, PREP programming must occur in one or more of the ten targeted PREP counties. Applications from agencies and organizations proposing to serve youth outside of the ten targeted counties will not be reviewed. Agencies and organizations on the DHS delinquent audit list and/or not identified on the State of Georgia Secretary of State website as "Active/Compliance" are considered ineligible for funding.

DHS/DFCS reserves the right to reject any or all proposals.

IV. Proposal Review

Proposals will undergo both a compliance and qualitative review and evaluation.

Compliance review includes:

- Submission
  - Deadline
  - Identification of Documents
  - Authorized Signatures
- Components
  - Required Application Face Sheet
  - Proposal Narrative
  - Required Forms (A-B)
  - Required Attachments (Organizational Chart, Resumes, Secretary of State Screenshot, and Documentation of 501(c)(3) status)
- Format compliance
  - Number of pages in proposal
  - Forms completed as directed

Proposals that do not pass the Compliance Review will be disqualified from further consideration.

Qualitative review includes:

Comprehensive evaluation of the responsiveness of the proposal as a whole and each required component including, but not limited to:

- Geographic location
- Demonstrated need
- Staff qualifications
- Responses

V. Award Notification

Agencies and organizations that have been selected as DHS Personal Responsibility Education Program (PREP) funding award recipients will be notified via email by May 4, 2012.

VI. Award Limits & Contract Period

Under this announcement, an appropriation in the amount of $250,000.00 will be allotted to Non-profit agencies to implement PREP. Individual contract awards shall be at least $20,000.00 and not exceed $26,000.00. Contracts will be awarded annually for a maximum of four years contingent upon contract compliance, project performance, and availability of funding. The initial contract period will run from October 1, 2012 – September 30, 2013 or date contract is fully executed (if after October 1, 2012) through September 30, 2013

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

VII. Technical Assistance

Technical assistance in the form of Questions and Answers (Q&A) will be available from March 8, 2012 – March 15, 2012. Questions must be submitted vie email to Prep@dhr.state.ga.us in the following format:

1. Section Letter, Page Number
Question

2. Section Letter, Page Number
Question

Questions submitted to other email addresses will not be considered for response. Copy of questions and answers will be uploaded periodically on the DHS Personal Responsibility and Education Program webpage on the DHS/DFCS website at www.dfcs.dhr.georgia.gov *(Click on the Services tab and scroll down to PREP).*

VIII. Scope of Services

Applicants must utilize a program model that has been shown to be effective at delaying sexual initiation, improving contraceptive use, and/or reducing adolescent pregnancy. The three required adult preparation subjects (healthy relationships, healthy life skills, and adolescent development) have been pre-selected by DHS. These subjects will be addressed through the 6 Core lessons of the Relationship Smarts Plus (RS+) Curriculum (see Appendix A for list of approved program models). Programs must provide medically accurate and complete contraceptive information, and inform youth about the responsibilities and consequences of being a parent, and how early pregnancy and parenthood can interfere with educational and other goals, and the risks associated with sexually transmitted infections, including HIV. Applicants must implement the chosen program model with fidelity. DHS will provide training and technical assistance on the chosen program model.

IX. Performance Management and Evaluation

Applicants are required to submit goals, objectives and logic models for the program in their proposal narrative. For each program proposed to be funded by this Statement of Need, applicants are required to develop:

(1) a program-specific goal(s) statement;

(2) up to three outcome objectives that clearly state expected results or benefits of the intervention proposed and link with the goal(s) statement, as well as multiple process objectives; and

(3) a logic model demonstrating how proposed inputs and activities will lead to the outcome objectives and ultimately the achievement of the goal(s) statement.

A goal is a general statement of what the project expects to accomplish. It should reflect the long-term desired impact of the project on the target group(s) as well as reflect the program goals contained in this SON. The applicant should outline the vision and short/long-term goals of the proposed program in the goal(s) statement. As appropriate, the goal(s) statement should mirror the outcomes found to be effective in the original evidence-based program model, and applicants are encouraged to cite additional research that suggests the proposed approach for adapting their programs will have the greatest chance of success.

An objective is a statement which defines a measurable result that the program expects to accomplish. All proposed objectives should be specific, measurable, achievable, realistic, and time-framed (S.M.A.R.T.).

Specific: An objective is to specify one major result directly related to the program goal, state who is going to be doing what, to whom, by how much, and in what time-frame. It must specify what will be accomplished and how the accomplishment will be measured. Measurable: An objective must be able to describe in realistic terms the expected results and specify how such results will be measured.

Achievable: The accomplishment specified in the objective must be achievable within the proposed time line and as a direct result of program activities.

Realistic: The objective must be reasonable in nature. The specified outcomes – i.e. expected results – must be described in realistic terms.

Time-framed: An outcome objective must specify a target date or time frame for its accomplishments.

Outcome objectives – i.e. S.M.A.R.T. objectives related to the outcomes of the program – must be supported with several process objectives – i.e. S.M.A.R.T. objectives related to the processes or activities of the program.

Successful applicants will be required to monitor and report on program(s) implementation and outcomes through performance measures. Performance measures are intended for monitoring purposes and to provide feedback about whether grantees are implementing programs as intended and seeing outcomes as expected. DHS monitors the services being provided to participants by requiring grantees to enter information about program activities into the web-based PREP Programmatic Database. DHS/DFCS will train successful applicants on the use of the PREP Programmatic Database. DHS/DFCS will provide training on how to implement performance data collection and reporting. Generally, there are five broad categories of performance measures that DHS anticipates all grantees will be required to track: (1) output measures (e.g., number of youth served, hours of service delivery); (2) fidelity/adaptation; (3) implementation and capacity building (e.g., community partnerships, competence in working with the identified population); (4) outcome measures (e.g., behavioral, knowledge, and intentions); and (5) community data (e.g. STIs, birth rates, etc.). Applicants should describe their capacity to report on such performance measures in the proposal narrative.

In addition to monthly reporting, DHS/DFCS coordinates and conducts an annual outcome evaluation. The outcome evaluation includes both quantitative and qualitative data. Quantitative data is collected using the PREP Questionnaire. The PREP Questionnaire assesses changes in knowledge, attitudes, and behaviors related to delaying sexual initiation, improving contraceptive use, and/or reducing adolescent pregnancy. Pre and post-test questionnaires must be administered to ALL youth participants. The pre-tests are administered before services to participants begin, and post-tests are administered after services end. DHS/DFCS will provide and train successful applicants on the administration of the PREP Questionnaire and any other evaluation protocols. Grantees may not use state funds from this grant to conduct an additional outcome evaluation. (If a grantee wishes to do a more extensive program evaluation, then other funding must be utilized.)

X. Cash/ In-Kind Match

Cost-sharing or matching of non-Federal funds is not required under this announcement. The intent of this appropriation is to supplement/scale-up and not to supplant existing pregnancy prevention services. Applicants are encouraged to engage in collaborative partnerships to implement PREP. While there is no cost-sharing requirement included in this announcement, applicants, including any collaborating agencies, may devote other resources to support this effort. Examples of support could include donated equipment and space, institutional funded staff time and efforts, or other investments. Applicant organizations that plan to provide support must outline specific contributions to the project and provide assurances that their organization and any collaborators are committed to providing these non-Federal funds and resources to the project.

XI. Use of Funds

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

DHS is not responsible for any subcontractor relationships as it relates to the implementation of services and funding provided under PREP.

XII. Funding Restrictions and Limitations

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

A. Equipment Costs

Expenses for any electronic equipment to be purchased may not exceed $2,000 per item.

B. Administrative Personnel Costs

Personnel costs for any staff that will not be providing direct services to program participants may not exceed 10% of the total budget.

C. Training and Travel

Anticipated staff training and travel not to exceed $6000 of total budget

1. *Getting to Outcomes (GTO) Framework Training:* Successful applicants will be required to incorporate the Getting to Outcomes framework, to plan, implement, replicate, and sustain their PREP program models. DHS will provide training and technical assistance to successful applicants on this program planning framework. Training will consist of both on-site and webinar training events. At least one staff member will be required to attend 2 one-day trainings (in the Metro Atlanta) and 3 two-hour webinars on the steps of GTO. DHS will provide technical assistance to organizations for this framework as well.

2. *Curriculum Training:* Successful applicants will be required to attend 1 three (3) day sex education training and 1 two (2) day Relationship Smarts curriculum training (Refer to Appendix A for list of approved models and training requirements). Curriculum trainings will be provided by DHS and are tentatively scheduled to be held in the Metro Atlanta Area.

3. *Professional Development Training:* In addition to the Getting to Outcomes Framework Training and Curriculum Training, successful applicants should plan to attend 2 additional 1 day trainings (in the Metro Atlanta Area) and 3 webinar trainings. Topics for these trainings will be based on the organizational needs assessments and may include topics such as recruitment and retention strategies, working with special populations, and strategies for building capacity within organizations.

D. Incentives

Non cash incentives may be provided to participants in order to ensure the level of commitment that is needed to achieve the expected outcomes of the program, and to ensure the completion of both the pre-tests and post-tests. The maximum amount of funding that may be used to provide non cash incentives per participant is $160.00. Programs should ensure that the level of incentives is appropriate for the level of commitment that is needed for the participants to achieve the expected outcomes of the program. Funds may be used for non-cash incentives such as gift cards, movie passes, and meals (gift cards count towards the $160.00 maximum per participant incentive cost). If gift cards will be provided, applicants must outline a plan to log them by serial number, maintain them in a locked storage cabinet, and obtain the signature of individuals upon receipt of the cards. State funds may not be used to provide cash payments as incentives. Applicants wising to provide cash incentives to participants must use other funds.

E. Program Evaluation Costs

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

XIII. Program Contacts

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404-463-0960

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404-657-5135

SECTION B- CONTRACT REQUIREMENTS

If awarded funding, the contracting agency/organization (Contractor) will have to follow the programmatic contract deliverables outlined below:

1. Ensure the use of a DHS approved PREP program model.
2. Ensure the approved PREP program model is used for all trainings and in accordance with the identified curriculum's facilitator's guide.
3. Ensure and verify all staff have the required certifications, trainings and /or credentials for PREP service provision. DHS reserves the right to be the final approver for service providers.
4. Ensure service provision is provided to teens/young adults, ages 10 – 19, as outlined by an approved DHS work plan.
5. Complete and submit monthly invoices and programmatic reports using the online reporting system. Monthly programmatic reports will include, but are not limited to, the details of training provided, youth participants, sign-in sheets, summary of client surveys along with original completed surveys, and any barriers to service for the reporting period. Programmatic reports will be due the 10th business day of each month.
6. Participate in all facets of the DHS evaluation plan
7. Attend all mandatory meetings and training as required by DHS.
8. Respond to PREP technical assistance by participating in conference calls and site visits by DHS PREP staff.
9. Develop and provide an original sign-in sheet per implementation session and submit along with monthly programmatic report as verification of service provision.

Criminal Background Check

Each contractor will be required to conduct criminal record background checks for all staff, volunteers and/or subcontractors having direct services, care, and custodial responsibility for children served with PREP funds. Contractor must provide a notarized statement certifying that any and all applicable staff, volunteers and/or subcontractors are clear of criminal conviction during the past (5) years pursuant to the provisions of Section 49-2-14 of the Official Code of Georgia Annotated and cannot be listed on any sex offender registry. Certification of completed background checks must be submitted **no later than Wednesday, October 31, 2012.**

Insurance Certificate
Each contractor will be required to submit a copy of an insurance certificate satisfying required liability coverage, limits and certificate holder. Copy of Insurance Certificate must be submitted **no later than Thursday, May 31, 2011.**

Corporate Resolution – *Non-profit Agencies Only*
Each contractor will be required to submit a certified copy of corporate resolution (on official organization letterhead) authorizing agency to enter into a contract with Georgia Department of Human Services, Division of Family & Children Services to provide services. *Corporate* Resolution must be submitted with the proposal package **by Thursday, May 31, 2012**.

SECTION C-PROPOSAL NARRATIVE

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

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

I. APPLICANT EXPERIENCE & CAPACITY (not to exceed 10 pages) - 30 Points

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

1.1. Describe the applicant's overall *mission, program, and services*, indicating how they relate to the vision and goal described in the SON Overview.

1**.2.** Describe/demonstrate in the proposal that the applicant and any collaborating partners have the *experience and capacity* necessary to meet the goals, objectives, and priorities of the program as described in this funding announcement, This includes:

a. Its overall ability to perform the technical aspects of the program;
b. The availability of qualified and experienced personnel;
c. The availability of adequate facilities, general environment, and resources for the proposed services; and,
d. Adequacy of plans for the administration of the program and how this project fits into the overall organizational structure. Please include an organizational chart.

1.3. Clearly describe arrangements for coordination of services with community partners and how they will contribute to the program. Include a detailed description of the "Implementation Team" and any type of support or contribution for the program. Copies of letters of support or existing memorandum of understanding (MOU's) that clearly and specifically articulate the nature of collaborations and levels of support should be included as application attachments and will not be counted toward the 25-page proposal narrative limit.

1.4. Describe the organizational experience (both programmatic and financial) that qualifies it to manage this project. The organization should specifically describe its previous history of working with youth, working with teen pregnancy prevention education or other related areas or projects, and prior grant experience. Applicants should identify and describe the qualifications and experience, and roles and responsibilities of the project director and all project staff. Include resumes for the project director and all staff involved in the project. Resumes should be included as application attachments and will not be counted toward the 30-page proposal narrative limit.

II. PLAN OF OPERATION (not to exceed 10 pages) - 50 Points

This section of the proposal supplements the workplan and logic model and describes in narrative how the applicant will meet the overall goal(s) described in Section A-Scope of Services of the SON.

2.1. Provide a clear and concise needs assessment of the problem the applicant will address using the award money. The problem should be defined by providing available data and other relevant information. The discussion should describe how the proposed intervention fits with other existing programs being offered and/or gaps therein that address the problems. However, the applicant should avoid detailed descriptions of these programs. The goal is not to describe all programs but rather to demonstrate that the applicant has assessed how best to use the grant funds to scale up existing services.

2.2. Describe the populations and geographical areas to be served and how they were chosen, including the number of clients to be served. These numbers should be realistic and appropriate for the service area. The target population should be described using the most current available data, and any analysis that was conducted to identify this group should be included.

2.3. Describe and demonstrate the applicant's ability to access one or more populations considered a high priority for the program in the applicant's service area (i.e., foster care youth, African American, Hispanic, youth with HIV/AIDS, Gay, Lesbian, Bisexual, Transgender, & Questioning (LGBTQ), and parenting teens between the ages of 10-19). This description should include information about how youth will be recruited and retained in the program. As appropriate, state how the project will be coordinated, integrated and linked to existing services within the service area. If applicable, describe how the applicant will provide, directly and/or by referral, teenage pregnancy prevention related health or social services.

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

2.5. Describe in narrative the plan/timeline for implementing PREP services to targeted youth. The plan should detail the frequency and time length of sessions for a given week and the number of proposed implementation cycles for the contract period (Oct. 1-Sept.30). This plan should be consistent with the plan selected on **Form B**.

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

2.7. Describe your plan for recruiting and retaining participants and ensuring that they complete both the pre-test and post-test survey?

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

2.9. Describe the agency's plan for incorporating sustainability and continuous quality improvement strategies. The plan can include, but is not limited to current and future objectives and goals that are in process.

2-A Workplan

Workplans address specific objectives, activities and performance measures that should connect to the selected curricula. Complete and submit a workplan consisting of: Program Goal(s), Objectives and Logic Model (see **Appendix B** for an example workplan). There is no page limitation for this section. Targets should be realistic and attainable. The workplan should cover the contract period of **October 1, 2012 – September 30, 2013**.

The required components of the workplan include:

a) A program-specific goal(s) statement;
b) Up to six outcome objectives that clearly state expected results or benefits of the proposed intervention and link with the goal(s) statement;
c) Multiple process objectives related to the processes or activities of the program;
d) Logic Model

2-B Logic Model

Applicants are also required to develop a Behavior Determinant Intervention (BDI) Logic Model, which is a visual depiction of how a program will achieve a health goal (see Appendix B for a sample logic model) . It shows how the program will impact behavior determinants (i.e., risk and protective factors), which influence sexual behaviors and thereby prevent pregnancies among participants. The process of creating a BDI Logic Model leads applicants to logically and strategically choose an intervention that will most effectively prevent teen pregnancy in their community. Several opportunities are available for applicants to learn how to develop BDI Logic Models. A free online course for beginners is available at http://psdev.etr.org/recapp/documents/logicmodelcourse/index.htm (using Internet Explorer is recommended).

A sample BDI Logic Model, which is based on a hypothetical pregnancy prevention program, is included in **Appendix B**. Please note the level of detail (Specific, Measurable, Achievable, Realistic, and Time-Bound) that is required about the intervention activities. Also note that logistical issues, incentive activities, transportation, and other activities are not included on the logic model. These activities should be included in the operations plan narrative. While logistics are critical to program implementation, only those interventions that can be linked to the established determinants, behaviors, and ultimate goal should be included in the logic model. The purpose of the logic model is to give a visual representation of exactly how the applicant intends to impact behaviors and the health goal.

III. BUDGET & JUSTIFICATION (Form C) - 20 Points- (not to exceed 5 pages)

The budget narrative must thoroughly describe how the proposed categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs. All Applicants must outline proposed costs that support all project activities in the Budget Justification. Applicants are to document budgeting for staff attendance to the new contractor orientation, GTO, curriculum, and professional development training under the travel cost category (refer to Section A-XII-C).

Costs are not allowed to be expended until the execution date listed on DHS contract. Whether direct or indirect, all costs must be allowable, allocable, reasonable and necessary under this funding announcement. For the purposes of this SON, the **Budget Period is defined as: 10-1-12 to 9-30-13.** The proposed budget shall be appropriate in relation to the proposed activities, reasonable, clearly justified, and consistent with the intended use of funds. It shall include the following items:

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

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

SECTION D-POST AWARD

1. Award or Rejection
All qualified applications will be evaluated and award made to that agency whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. DHS reserves the unqualified right to reject any or all offers if determined to be in its best interest. Successful applicants will be notified via email by May 4, 2012.

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

3. Review of Applications

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

4. Contract
DHS will issue a contract to successful applicants. The initial contract period will run from October 1, 2012-September 30, 2013 or date contract is fully executed (if after October 1, 2012) through September 30, 2013.

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

SECTION E-APPLICATION SUBMISSION

1. Delivery & Receipt of Application

Applications will be accepted up until 4:00pm EST on Monday April 2, 2012. Applications may be delivered to either the mailing address or delivery address, which are listed on page 21 of this SON. Applications will be logged with the date and time received by the funding agency. Electronic applications will not be accepted.

2. Original Application

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

3. Copies of Application

Along with the original application, submit **three (3)** photocopies of the original application in its entirety (including all attachments). Copies of the application should be clearly marked "COPY" on the application face sheet.

4. Format

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

5. Space Allowance

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

6. Additional Documentation to Include with Application

All applicants are required to include documentation of their tax identification number.

Those applicants which are non-profit agencies are to include a copy of an IRS determination letter regarding the agency's 501(c) (3) tax-exempt status. (This letter normally includes the agency's tax identification number, so it would also satisfy that documentation requirement.)

(DUNS is the acronym for the Data Universal Numbering System developed and regulated by D&B.)

Registration with Secretary of State

Non-profit applicants must also be registered with the Georgia Secretary of State to do business in Georgia, or be willing to complete the registrations process in conjunction with the execution of the contract document (see http://corp.sos.state.ga.us/corp/soskb/csearch.asp.). Those applicants which are non-profit agencies are to include a copy of Secretary of State Screen Shot.

Search Type: Starting With
Search Date: 5/30/2011

Search Criteria: Communities for Children
Search Time: 16:04

Click on the Business Entity Name or Control No to view more information.

Records Found:1

Business Entity Name	Control No	Type	Status	Entity Creation Date
COMMUNITIES FOR CHILDREN, INC.	0124712	Non-Profit Corporation	Active/Compliance	5/25/2001

Records Returned 1 of 1 total 1

Name on application and proposal MUST match name on Secretary of State website.

Agency must be identified as a "non-profit" and status MUST be "active/compliance" to apply.

PREP SFY 2013 Application Checklist

_____Application Face Sheet (Form A)

_____Proposed Implementation Form (Form B)

_____Proposal Narrative

_____Work Plan

_____Logic Model

_____Budget and Budget Justification (Form C)

_____ Organizational Chart

_____ Resumes for Project Director and all project staff

_____Secretary of State Screen Shot (Non-Profit Agencies Only)

_____501 (c) (3) tax-exempt status (Non-Profit Agencies Only)

_____ Letters of Support

Deadline for Submission:
Monday, April 2, 2012 at 4:00

<u>Submit 1 Original Application and 3 Copies***</u>***

<u>One (1) Original Application and Three (3) Copies</u> of the proposal application *(See Section E-Question 3)* to this Statement of Need must be submitted via postal mail or by hand-delivery in one (1) envelope/package.

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

<u>APPLICATIONS SENT VIA STANDARD OR EXPEDIATED MAIL SHOULD BE SENT TO:</u>

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

Important Note: Agencies and organizations MUST submit three (3) copies of the application and proposal via standard mail, expedited mail (UPS, FedEx etc) or hand-delivery in one (1) envelope/package. DO NOT MAIL OR DELIVER SEPARATE ENVELOPES OR PACKAGES. DHS encourages each agency and organization submitting an application and proposal to retain a copy of their submission for their records.

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

Deadline for Submission of Application and Proposal: Monday, April 2, 2012 at 4:00pm

FORM A- Application Face Sheet

Personal Responsibility Education Program

Legal Name of Agency:	
Name of Individual with Signature Authority:	
Mailing Address (include zip code+4):	
Implementation Site Address:	
Street Address:	
Website Address:	
Contract Administrator: • Name: • Title:	• E-mail Address: • Telephone #: • Fax #:
Agency Status: ☐ Public ☐ Private Non-Profit	Federal Tax ID #:
Agency's Financial Reporting Year:	DUNS #:
Amount of Funding Requested:	
Do the agency's state and/or federal expenditures exceed $500,000 for the current fiscal year (excluding amount requested)? ☐ Yes ☐ No	
Is the proposed project an existing set of activities being supported with other funds? ☐ Yes ☐ No	
County(ies) to Be Served by the Project:	
Name of Sex Education Curriculum Being Proposed?	
Will complete and medically accurate information about contraceptive methods, including abstinence, be provided to all participants as required by the legislative rules of this program? ☐ Yes ☐ No	
The facts affirmed by me in this application are truthful and I warrant that the applicant is in compliance with the outlined submission requirements specified in the SON. I understand that the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. The governing body of the applicant has duly authorized this document and I am authorized to represent the applicant.	
Signature of Authorized Representative:	Date

FORM B- Proposed Implementation Form

Personal Responsibility Education Program

Legal Name of Entity:						
Proposed Implementation County:						
Proposed Curriculum	***In addition to offering RS+, Select one Curriculum and Option (A,B, or C) that best outlines your proposed Implementation Model***					
	Option	**# of Implementation days per week**	**Time for each session**	**# of modules completed during each session**	**Minimum number weeks required for 1 implementation cycle (Sex Ed and RS+ combined)**	**Proposed number of Implementation Cycle(s) per contract period to serve unduplicated youth**
❑ **Be Proud Be Responsible Be Protected** ❑ **Making Proud Choices** ❑ **Making A Difference**	__A	1 day per week	60 min	1 module	16 weeks	❑ 1 Cycle ❑ 2 Cycles ❑ 3 Cycles ❑ 4 Cycles ❑ 5 or more cycles
	__B	1 day per week	120 min	2 modules	8 weeks	
	__C	2 days per week	60 min	1 module	8 weeks	
❑ **Cuidate!**	__A	1 day per week	60 min	1 module	14 weeks	
	__B	1 day per week	120 min	2 modules	7 weeks	
	__C	2 days per week	60 min	1 module	7 weeks	
❑ **Reducing the Risk**	__A	1 day per week	60 min	1 module	24 weeks	
	__B	1 day per week	120 min	2 modules	16 weeks	
	__C	2 days per week	60 min	1 module	16 weeks	

Number of Youth to be served who are:

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

FORM C- Budget and Budget Justification

Personal Responsibility Education Program

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

Appendices

Appendix A- Approved Program Models

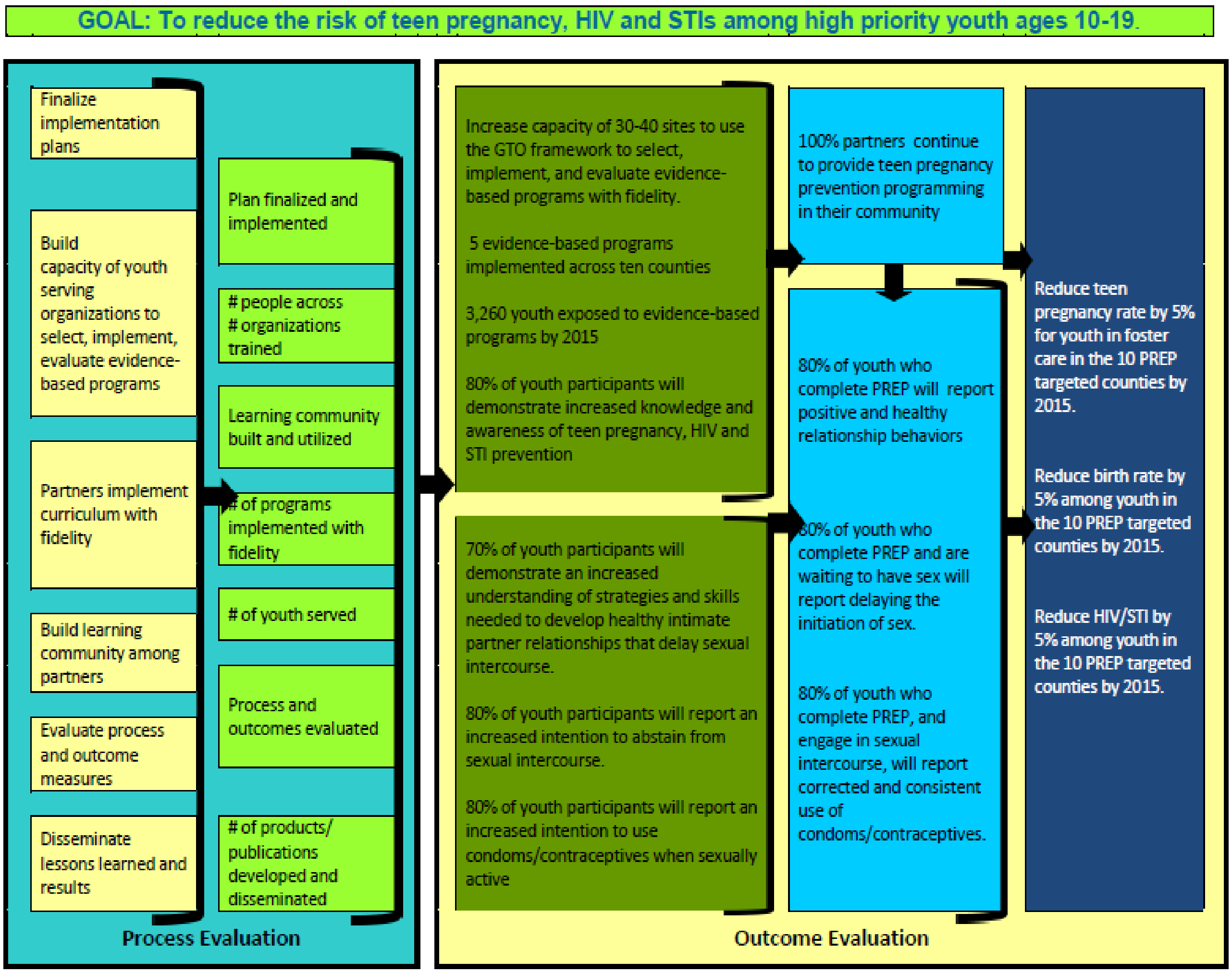
This table is intended to provide a brief snapshot of the program models that are approved for funding. Applicants are encouraged to do their own additional research and choose a proposed program model(s) from the list that will most effectively address the needs of their communities. Final curriculum selections will be made after successful applicants have gone through GTO Training.

Program Model	Setting		Race/Ethnicity			Gender		Grade	
	School	Community or After School	Mixed Racial/Ethnic Groups	African American	Hispanic/Latino	Males	Females	Junior High 10-14	Senior High 15-19
Be Proud Be Responsible Be Protected	X	X	X	X	X	X**	X		X
Cuidate!		X			X	X	X		X
Making A Difference	X	X	X	X	X	X	X	X	
Making Proud Choices	X	X	X	X	X	X	X	X	X
Reducing the Risk	X		X	X	X	X	X		X
Relationship Smarts Plus	X	X	X	X	X	X	X	X	X

1. **Cuidate**
   http://www.cdc.gov/hiv/topics/research/prs/resources/factsheets/cuidate.htm
2. **Making a Difference**
   http://www.etr.org/recapp/index.cfm?fuseaction=pages.ebpDetail&PageID=127
3. **Making Proud Choices**
   http://www.etr.org/recapp/index.cfm?fuseaction=pages.ebpDetail&PageID=128
4. **Reducing the Risk**
   http://www.etr.org/recapp/index.cfm?fuseaction=pages.ebpDetail&PageID=129
5. **Be Proud, Be Responsible, Be Protected**
   http://www.etr.org/recapp/index.cfm?fuseaction=pages.ebpDetail&PageID=607
6. **Relationship Smarts Plus (RS+)-** ***DHS/DFCS PRE-SELECTED CURRICULUM FOR ADULT PREPARTION***
   http://www.dibbleinstitute.org/?page_id=495

X**-Applicants interested in implementing this curriculum with teen fathers should contact the PREP Director via email at prep@dhr.state.ga.us

Appendix B- Logic Model and Work Plan



SAMPLE WORK PLAN

Program: ____

Local name: ____

Name/title: ______________________________ **Date:** __________

Summary: ____

Tasks: Administrative	When will it be done?	Who is responsible?	Where will we get any resources we need?	Date done
Write job descriptions, plan staff meetings, prepare budget, etc.				
Attend New Contractor Orientation	October 2012	Program Director and Facilitators	DFCS	
Attend GTO Training	October 2012	Program Director	DFCS	
Attend Curriculum Training	October 2012	Facilitators	DFCS	
MPC Curriculum Ordered	October 2012	Program Director	N/A	
Condoms ordered for MPC	October 2012	Program Director	N/A	
Orientation for Parents	December 2012	Program Director	DFCS	
Regular, biweekly program staff meetings planned	Ongoing	Program Director	N/A	
Tasks: Polices & Procedures	**When will it be done?**	**Who is responsible?**	**Where will we get any resources we need?**	**Date done**
Set confidentiality and mandatory reporting policies; get signed consent forms from participants, etc.				
Ensure that consent forms for youth have been signed and returned for youth participating in the project	December 2012	Program Director/ Facilitator	DFCS	
Incorporate current organization policies for what happens if someone reports abuse	October 2012	Program Director/ Facilitator	Existing Policy Manual	
Ensure youth participating have completed youth survey	January 2013	Facilitator	DFCS	

Tasks: Facilitation	When will it be done?	Who is responsible?	Where will we get any resources we need?	Date done
Hire appropriate facilitators, train volunteers and facilitators, etc.				
Engage and identify staff to train on MPC	September 2012	Program Director	N/A	
Staff leaders trained in MPC to facilitate	October 2012	Program Director/ G-CAPP	N/A	
Locate clinic health care staff for facilitators uncomfortable leading condom and birth control demo	October 2012	Program Director	N/A	
Tasks: Location & Materials	**When will it be done?**	**Who is responsible?**	**Where will we get any resources we need?**	**Date done**
Reserve and pay for meeting space as needed; obtain and copy materials, etc.				
Confirm space available for Mondays and Wednesdays	December 2012	Program Director and Facilitator	N/A	
Buy flip chart paper, markers, pens, etc.	October 2012	Facilitator	N/A	
Make copies of needed worksheets	December 2012	Facilitator	N/A	
Buy snacks and incentive-gift certificates	December 2012	Facilitator	N/A	
Tasks: Recruitment & Retention	**When will it be done?**	**Who is responsible?**	**Where will we get any resources we need?**	**Date done**
Recruit participants, develop retention and referral plans, etc.				
Present program information to parents at organization	December 2012	Program Director/ Facilitator	DFCS	
Work with G-CAPP to form a recruitment plan to recruit youth	December 2012	Program Director/ Facilitator	N/A	
Tasks: Implementation	**When will it be done?**	**Who is responsible?**	**Where will we get any resources we need?**	**Date done**
Plan intervention activities listed in the BDI logic model, schedule periodic debriefings, etc.				
Send consent forms home with youth whose parents did not attend orientation	January 2013	Program Director/ Facilitator	DFCS	
Collect consent forms	January 2013	Facilitator	N/A	

First Run of Program				
Pre-test/Youth Survey	Group 1: Mon 1/7/13 Group 2: Wed 1/9/13	Program Director/ Facilitator	DFCS	
MPC Module 1&2	Group 1: Mon 1/14/13 Group 2: Wed 1/16/13	Program Director/ Facilitator	Curriculum	
MPC Module 3&4	Group 1: Mon 1/21/13 Group 2: Wed 1/23/13	Program Director/ Facilitator	Curriculum	
MPC Module 5&6	Group 1: Mon 1/28/13 Group 2: Wed 1/30/13	Program Director/ Facilitator	Curriculum	
MPC Module 7&8	Group 1: Mon 2/4/13 Group 2: Wed 2/6/13	Program Director/ Facilitator	Curriculum	
Begin RS+ Lesson 2	Group 1: Mon 2/11/13 Group 2: Wed 2/13/13	Program Director/ Facilitator	Curriculum	
RS+ Lesson 3	Group 1: Mon 2/18/13 Group 2: Wed 2/20/13	Program Director/ Facilitator	Curriculum	
RS+ Lesson 6	Group 1: Mon 2/25/13 Group 2: Wed 2/27/13	Program Director/ Facilitator	Curriculum	
RS+ Lesson 8-1	Group 1: Mon 3/4/13 Group 2: Wed 3/6/13	Program Director/ Facilitator	Curriculum	
RS+ Lesson 8-2	Group 1: Mon 3/11/13	Program Director/ Facilitator	Curriculum	

	Group 2: Wed 3/13/13			
RS+ Lesson 9	Group 1: Mon 3/18/13 Group 2: Wed 3/20/13		Curriculum	
RS+ Lesson 11	Group 1: Mon 3/25/13 Group 2: Wed 3/27/13		Curriculum	
Administer post-test	Group 1: Mon 4/1/13 Group 2: Wed 4/3/13		DFCS	
Award Celebration	Group 1: Mon 4/8/13 Group 2: Wed 4/10/13		N/A	
Tasks: Program Evaluation	**When will it be done?**	**Who is responsible?**	**Where will we get any resources we need?**	**Date done**
Plan tasks associated with the Step 7 Process Evaluation and Step 8 Outcome Evaluation.				
Submit monthly programmatic report (include fidelity monitoring sheets and session attendance rosters)	Monthly by 7th day of the month	Designated Staff	DFCS	

Appendix C- Eligible and Ineligible Expenses

Listed below are descriptions of eligible and ineligible expenses under this funding announcement

Eligible Expenses	
Personnel Services	
Salaries/Fringe Benefits	Expenses such as employee wages (hourly and salaried) and employee benefits, health insurance, FICA, etc. Personnel costs for any staff that will not be providing direct services to program participants may not exceed 10% of the total budget
Incentives	The costs associated with providing incentives to teens who participate in the program. Cash Incentives **are not allowable** under this funding announcement
Regular Operating	
Audit	Costs associated with the audit of the program.
Computer Hardware	The cost of leasing computers to support service activities.
Computer Software	Software programs that support service activities.
Equipment	The costs associated with purchasing or leasing equipment used to meet deliverables for program service delivery to youth, as described in this SON. May not exceed $2,000.00 per item
Maintenance	Costs associated with maintaining equipment (warranties).
Marketing/Communications	Costs associated with marketing and promoting services, including printing, as well as postage costs related to communications with families/caretakers.
Phone, Fax, Internet	Costs associated with installing or maintaining communication lines for computer, phone or fax use.
Supplies	Materials used in the provision of services to families such as curriculums, contraceptive kits, workbooks, etc.
Transportation/Travel	Vehicle operating costs associated with the transportation of participants or leasing costs of a vehicle expressly for the purpose of transporting participants. Transportation expenses incurred by staff in the delivery of services to program participants. Staff expenses for meals, lodging, and mileage for DHS approved training.
Facility Costs	
Rent	Costs associated with rent or use of donated buildings.
Per Diem, Fees, and Contracts	Costs associated with agreements for service delivery evidenced by a written agreement for services or activities with a subcontractor, professional services, professional development, evaluation, technical assistance or temporary labor or services.
Indirect Costs	
Indirect Costs	Costs of an organization that are not directly related to the provision of services, as identified in this SON, but that are necessary to the general operation of the organization and its activities. May not exceed 10% of proposed budget.

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