

Alabama Department of Public Health
Alabama Abstinence Education Program
Request for Proposal

Agency Name: Alabama Department of Public Health (ADPH), Bureau of Family Health Services (BFHS), Alabama Abstinence Education Program (AAEP)

Funding Opportunity Title: Title V State Abstinence Education Grant Program (RS+)

Funding Period: FY 2017 (October 1, 2017 - September 30, 2018)

Funding Type: Funding will be provided in the form of a grant, dependent on the availability of appropriated funds for Abstinence Education. Potential 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.

Funding Range of Individual Awards per Budget Period: Up to three awards; funding range up to \$25,000 - \$100,000

Federal Requirement for Matching Funds: 42.857 percent (3/7th) of the federally awarded amount.

Due Date for Applications: Friday, August 18, 2017, by no later than 3:00 P.M., CST

I. OVERVIEW AND PURPOSE

A. Overview

The Alabama Department of Public Health (ADPH), Bureau of Family Health Services (BFHS), seeks proposals for projects which meet the guidelines for abstinence education funding appropriated by the Patient Protection and Affordable Care Act of 2010 (Affordable Care Act), which amends Section 510(b) of the Social Security Act (42 U.S.C. § 710(b)).

B. Purpose

The stated purpose of this funding is to “provide states with funding for additional tools to address the rates of teen pregnancy among those groups who are most likely to bear children out of wedlock.” Additionally, “All programs incorporated by a state must ensure that abstinence from sexual activity is an expected outcome. States are encouraged to identify programs that have demonstrated effectiveness in delaying the initiation of sexual activity or promoting abstinence from sexual activity. These projects must focus on the social, psychological, and health gains to be realized by delaying initiation of sexual activity and engaging in healthy relationships.”

For purposes of this program, the term “abstinence education” is in accordance with the definition in the law as an educational or motivational program that incorporates the following legislative priorities (A-H):

- (A) has as its exclusive purpose teaching the social, psychological, and health gains to be realized by abstaining from sexual activity;
- (B) teaches abstinence from sexual activity outside marriage as the expected standard for all school age children;
- (C) teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems;
- (D) teaches that a mutually faithful monogamous relationship in context of marriage is the expected standard of human sexual activity;
- (E) teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects;
- (F) teaches that bearing children out-of-wedlock is likely to have harmful consequences for the child, the child's parents, and society;
- (G) teaches young people how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and
- (H) teaches the importance of attaining self-sufficiency before engaging in sexual activity.

ADPH will expend allocated funds for abstinence education programs, and solely determine the relative emphasis to place on each of the above A-H legislative priorities, in compliance with the amendments of the Affordable Care Act. ADPH has determined that priorities A, C, G, and H will be emphasized in AAEP programming. Primary programming will integrate a positive youth development model (PYD) to support Trauma Informed Care Interventions, defined as the process through which adolescents acquire the cognitive, social, and emotional skills and abilities to navigate life. ADPH intends to enter into sub-grantee agreements for FY 2017 funding with approved applicant agencies selected for implementation of this program in schools and community-based settings.

II. PROPOSAL DETAILS

A. Eligible Applicants

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/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 10 - 20 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/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 AAEP funding must submit the AAEP Notice of Intent to Apply (Attachment A) by July 28, 2017 to:

Vontrese McGhee, Branch Director
Adolescent Pregnancy Prevention Branch
The RSA Tower
Bureau of Family Health Services
Alabama Department of Public Health
201 Monroe Street, Suite 1350
Montgomery, Alabama 36104
Vontrese.McGhee@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 abstinence education programming to middle school youth. Applicants are eligible to apply for FY 2018 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 2017 will be required to submit a written Letter of Intent and updated Implementation Plan to receive funding for FY 2018 if funds are made available from the Department of Health and Human Services (DHHS), Family and Youth Services Bureau (FYSB), or the Administration for Children and Families (ACF). ADPH will provide applicants with guidance for submitting any updates to their applications and Implementation Plans.

Funds awarded through the Title V State Abstinence Education Program may NOT be used to supplant existing funds. These funds are to be used to start new abstinence education programs and expand existing abstinence education programs to promote abstinence from sexual activity. These funds may NOT be used to supplant funding of programs which are already in existence.

C. Target Audience and Setting

Services will be provided to youth populations that are the most high-risk or vulnerable for pregnancies, or otherwise have special circumstances. To determine the target counties (population most at risk), AAEP used the pregnancy rates for the female population aged 10 - 19 years by resident county and selected counties that were above the state pregnancy rate. The target audience will be youth, ages 12- 18, seventh through ninth grades, in the following counties: Bibb, Bullock, Butler, Calhoun, Chambers, Chilton, Choctaw, Clarke, Cleburne, Colbert, Coosa, Covington, Crenshaw, Cullman, Dallas, DeKalb, Elmore, Escambia, Etowah, Franklin, Geneva, Greene, Hale, Houston, Jefferson, Lawrence, Macon, Marion, Marshall, Mobile, Montgomery, Pickens, Randolph, Sumter, Tallapoosa, Walker, Washington, and Wilcox. 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 youth;

homeless and runaway youth; and youth who identify as lesbian, gay, bisexual, transgender, and questioning (LGBTQ) in any county in Alabama.

The curriculum will provide programming to youth in the seventh and ninth grade. The curriculum should be delivered in co-ed settings. This program is designed to be delivered through a media-based approach, led by PowerPoint embedded with popular music, music videos, and short DVDs with relationship scenarios.

All youth will be eligible to participate in AAEP 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. Match Requirements

Title V Block Grant Legislation Sections 503 (Payments to States), 507 (Criminal Penalty for False Statements), and 508 (Non-Discrimination) apply to allotments of this appropriation.

1. There is a required local match of 42.857 percent for every federal dollar awarded as well as a required state match, based on the percentage of the individual grant award. The state and local match must be used solely for the activities associated with implementation of the abstinence program and may be state dollars, local dollars, or in-kind support.
2. Applicant agencies should note that the state match amount is subject to change due to variables in awards and resultant calculation rates. Applicant agencies may use the Match Calculation Worksheet in Attachment D to estimate total match amount.

E. Deadline for Submission

Proposals must be received by Friday, August 18, 2017, no later than 3:00 P.M., CST. All proposals received after this date will be returned to sender.

Please send completed proposals to:

Vontrese McGhee, Branch Director
Adolescent Pregnancy Prevention Branch
The RSA Tower
Bureau of Family Health Services
Alabama Department of Public Health
201 Monroe Street, Suite 1350
Montgomery, Alabama 36104

F. 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 Abstinence Education Cover Sheet (Attachment B) as the first page of the proposal, followed by a dated cover letter on agency letterhead requesting abstinence education funds from ADPH for FY 2017 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) 206-3358 or e-mail inquiries to Vontrese.McGhee@adph.state.al.us.

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 AAEP 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 O).

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 K).
2. Certification of Adherence to Advisory on Restrictions on Sectarian Activities (Attachment L).
3. Certification of Adherence to State Match Requirements and Financial Recordkeeping for Abstinence Education Grant (Attachment M).
4. Certification of Adherence to Guidelines for Alabama Abstinence Education Grant (Attachment N).

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. AAEP will consider funding proposals from religiously affiliated organizations, but it will not fund organizations which promote a religious point of view.

In order for the State Abstinence Education Program legislation, P.L. 104-193, to comply with the Establishment Clause and the U.S. Supreme Court standards, abstinence education funds must not be used to promote or teach religion. Additionally, the provision of services related to abstinence education programs or mentoring, counseling, and adult supervision programs that promote abstinence from sexual activity 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. Review Process and Criteria

A review panel consisting of AAEP 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 FY 2017 funding will be objectively evaluated against the required implementation and funding criteria outlined in this request for proposal (RFP). The panel's scores, based on their assessments, will be the basis for approving or disapproving FY 2017 funding for abstinence education. ADPH will immediately notify both approved and non-approved applicant agencies by letter. All proposals submitted will remain with ADPH and shall not be returned to the applicant.

K. Scoring Criteria

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

- 5 points = Experience (resume or CV) of Abstinence Education staff and Project Coordinator (Section II.A)
- 10 points = Priority Needs for Abstinence Education (Section III.A) and Program Goals and Objectives (Section III.B)
- 40 points = Methodology for Program Delivery and efficiency (Section III.C)
- 10 points = Methodology for project evaluation (Section IV.A) and timely reporting process (Section IV.B)
- 35 points = Budget requirements (Section V)
- 100 points = Total

L. RFP Terms and Conditions

ADPH maintains the right to withdraw this RFP if Alabama does not receive the expected funds from DHHS, ACF, or 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-grantee 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 12 double-spaced, typed pages. Other requirements are listed under Section II.F *Copy and Format Required*. Attachments, including ADPH's required attachments, are not included in the 12-page limit. An applicant agency should only use additional appendices or attachments if necessary to provide supporting documentation (i.e.,

literature review, map(s), administrative charts, project staff positions [resume or CV], curricula information, and letters of support or collaboration with city or county public schools). 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 wenter.williams@dph.state.al.us.

A. Priority Needs for Abstinence Education

If programming is proposed in a county not currently identified as at-risk by AAEP, the applicant agency must describe the need for abstinence education in its target population. Rates of adolescent pregnancy and sexually transmitted disease should be included. 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 AAEP is to prevent pregnancy and the acquisition of sexually transmitted infections (STIs) among Alabama's youth. AAEP will provide effective, evidence-based abstinence programs to at-risk youth ages 12 - 18 to promote abstinence from sexual activity. This evidence-based 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.

Applicants must complete the Abstinence Education Project Implementation Plan (Attachment C) for each partner agency, venue, or location where programming is proposed. Additionally, Memoranda of Agreements must be included for each school or school system and community-based organizations. The following information is required on Attachment C:

1. The location where programming will take place, to include county, school system, and school or group name.
2. Estimates for the numbers and characteristics of youth to be reached in that setting.
3. How the programming will be delivered.
4. How parental consent will be obtained for participating minors.

C. Methodology

AAEP sub-grantees will provide medically accurate and age-appropriate evidence-based programming (EBP) that is 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.

1. Classroom Programming
The approved EBP curriculum for the FY 2017 funding cycle for implementation through AAEP will be *Relationship Smarts Plus* (RS+). Relationship Smarts (RS+) is approved

as a developmentally appropriate adaptation of the EBP *Love Notes*. RS+ will be delivered through six lessons over six (6) sessions in the seventh grade. RS+ will be delivered through six (6) lessons over eight sessions in the ninth grade. Programming funded through this opportunity must include programming both grades as described above. Trained facilitators will deliver programming in school or community-based settings. Workbooks are required for each student to deliver the program with fidelity. Workbooks should be included in the proposal budget. For curriculum and workbook cost specifics go to www.dibbleinstitute.org. Co-ed classrooms are the expected setting for delivery RS+. 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.

If parental consent is requested by either the applicant or a partner organization, the applicant must describe how it will be obtained. Prior to implementation, the consent form must be submitted to AAEP for review and approval.

2. Program Fidelity with Medical Accuracy

Core elements are the components of a curriculum that represent its theory and logic. They must be maintained with fidelity and without alteration in order to ensure the program's effectiveness. Fidelity means conducting a program by following the core elements, protocols, procedures, and content set by the research study that determined the program's effectiveness. Funded projects must assure the following:

- a. All educators will attend required training for selected EBP and annual program professional development. **Projects that train staff hired after the original training at their own expense. Training must be approved by AAEP.**
- b. AAEP fidelity monitoring forms will be completed by educators for each session taught.
- c. Requests to adapt EBP will be submitted to AAEP for approval prior to implementation.
- d. Fidelity issues identified by AAEP site visits will be addressed and corrective action taken when indicated. A corrective action plan must be presented to AAEP upon request.

3. Promoting Healthy Transitions to Adulthood Through Positive Youth Development

AAEP is committed to promoting the behavioral health and social and emotional well-being of vulnerable young people through a strengths-based, positive youth development (PYD) approach. Historically, many programs concentrated on a specific problem behavior, like adolescent sexual activity, and involved narrowly focused interventions and educational activities for that problem. The increasing body of research on risk and protective factors, however, has highlighted the important roles that multiple aspects of young people's attitudes, behaviors, relationships, and environments have in predicting problem behaviors like early sexual activity.

Defined as the process through which adolescents acquire the cognitive, social, and emotional skills and abilities required to navigate life, PYD encourages schools, communities, and families to build supports that allow young people opportunities to gain competence in new skills and feel connected to significant adults as well as to the school, family, and community.

Describe how your program will partner with community-based agencies to provide mentoring, counseling, and adult supervision programming to reinforce classroom abstinence activities. These activities may include partnership with other agencies that provide teen mentors to provide service-learning, tutoring, and enrichment. Your description should include:

- How many youth will be involved; ages and how they will be recruited,
- How youth will impact their communities, specifically younger adolescents in their communities,
- How youth will be supervised, and
- How youth will work to provide awareness of youth risk behaviors and specifically reinforce the abstinence message.

Include an explanation of expenses related to these activities. Include expenses related to these activities in your budget.

In the classroom, RS+ addresses PYD in the following three categories:

- a. Fosters belief in the future: Participants engage in a goals and dreams activity and discuss obstacles to goals and dreams. Having sex is listed and discussed as an obstacle that might interfere with one's goals and dreams for education and a career. This belief is incorporated throughout the curriculum.
 - b. Fosters pro-social norms (healthy standards for behavior) and positive identity: Adolescents struggle with issues around self-esteem, self-respect, and self-pride. While this curriculum clarifies myths and facts regarding pregnancy, STIs, risks, and protection, it also challenges youth to think about sex beyond the usual health paradigm or reproduction, disease and risk avoidance.
 - c. RS+ provides middle school youth with an opportunity to map their possible selves and discover what values are important to them. The curriculum also helps young people understand principles of healthy relationships, healthy communication techniques, stages of relationship growth, the meaning of true intimacy, and how to decide, not slide when it comes to their personal stopping place in a physical relationship.
4. Collaboration with Other Youth-Serving Agencies
Due to the interrelated nature of youth risk behaviors, AAEP 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 AAEP programming will be delivered to youth served by these agencies.

5. Referral for Services

Youth participating in abstinence education programming may have needs that AAEP will not be able to meet, such as mental health, physical health, and social service needs. AAEP 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 should ensure that all youth-serving 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.

- a. Describe how the proposed project plans to partner with local school district resources and other community youth-serving agencies to meet specific needs identified within the classroom setting.
- b. Describe how the proposed project will train staff to make referrals for youth with diverse needs. Include how program personnel will support Trauma Informed Care Interventions and will work collaboratively with medical and social service professionals within the communities they serve.
- c. Describe policies, if any, that prohibit harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin.
- d. All program personnel must be trained regarding mandatory reporting of suspected abuse or neglect.

IV. PROGRAM EVALUATION AND REPORTING

A. Program Evaluation

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

1. Output measures (e.g., number and characteristics of youth served, hours of service delivery),
2. Fidelity or 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 DHHS 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

Describe the plan to prepare and submit the following required documents and reports to AAEP:

1. Monthly Calendars

Monthly calendars detailing the educational schedule will be submitted to the AAEP office no later than the 20th of the month preceding the service month. This calendar must include location, time, curriculum, and session to be delivered. When schedules change, projects must report changes to the AAEP office immediately. Scheduled and non-scheduled monitoring will be conducted throughout the project year.

2. Monthly Invoices

Monthly invoices detailing expenditures related to AAEP programming will be submitted to the AAEP office monthly and are due no later than the 15th 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 AAEP are required. Attachment J 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 hourly pay rate, and the total amount to be paid from AAEP. More information on the requirements can be found under Section V.C, *Budget Forms*.

3. Program Attendance and Fidelity Forms

Attendance logs, participant sign in sheets, fidelity monitoring forms, and participant survey evaluations will be submitted to AAEP within five calendar days of program completion.

4. Reports

A progress report, to include narrative and data, describing all funded project activities from October 1, 2017, through March 31, 2018, will be due on April 10, 2018. A year-end report providing a detailed description of all funded project activities from April 1, 2018, through September 30, 2018, will be due on October 10, 2018, in the format specified by ADPH. However, changes in the content or due date of the report may be announced to funded projects with a thirty (30) day notice.

V. BUDGET REQUIREMENT

A. Financial Requirements

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

1. An organizational chart that reflects the structure of the applicant agency, clearly defining each staff member's role in AAEP. If this requires an additional organizational chart, include both.
2. A copy of the applicant agency's most recent independent audit in accordance with the Office of Management and Budget (OMB) OMB Circular A-133.

NOTE: 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 required to secure matching funds or in-kind services as necessary. Reimbursement averages 60 days.

B. Match Requirement

1. State and Local Match

There is a required local match of 42.857 percent for every federal dollar awarded as well as a required state match, based on the percentage of the individual grant award. The state and local match must be used solely for the activities associated with implementation of the abstinence program and may be state dollars, local dollars, or in-kind support.

2. Match Worksheet

Applicant agencies should note that the state match amount is subject to change due to variables in awards and resultant calculation rates. Applicant agencies may use the State and Local Match Calculation Worksheet in Attachment D to estimate total match amount. If you need assistance calculating match requirements, please contact Vontrese McGhee.

NOTE: The source and amount of cost and/or value of in-kind contributions proposed by the applicant agency to meet match requirement must be identified in the proposal. The activities supported by the budget, as well as any expenditure against that budget, must conform to the requirements of this document. Only non-expendable, tangible personal/applicant agency property having a useful life of more than one year may be used for matching funds.

C. Budget Forms

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

1. Abstinence Education Match Summary Table (Attachment E)

The applicant agency must complete the tables that detail its plans for acquiring the match necessary for the proposed project. All amounts must represent reasonable approximations.

2. Abstinence Education Personnel Form (Attachment F)

This form must be completed by each applicant agency with staff that will be paid with AAEP funding. Report the functional title (i.e., Project Coordinator) for any existing and proposed positions. Report the annual salary, the percentage of time devoted to the

abstinence project, and the 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.

3. Abstinence Education Equipment List Form (Attachment G)

This form is required for applicant agencies planning to purchase equipment for their projects with AAEP grant funds under the guidance printed on the form. Equipment is defined as any item with an acquisition cost of \$500 or more per unit. An applicant agency may not expend more than ten percent (10%) of the requested grant funding on equipment. (Example: an applicant agency requests \$25,000 in grant funding, thus, the applicant agency may not request/nor expend more than \$2,500 on equipment.) If the applicant agency is not requesting equipment purchases, then the applicant agency staff should mark "N/A" on the form and include it with the project's proposal.

4. Funding from Other Entities Form (Attachment H)

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 this proposal. Funds through other ADPH grants should be included.

5. Abstinence Education Budget Summary Table (Attachment I)

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 which 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 Activity Sheet (Attachment J), 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/more project staff is compensated,
- (3) must include the employee's hourly pay rate,

- (4) must be prepared monthly and must coincide with one or more pay periods, and
- (5) 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 member 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 and teen leaders providing client services (project-related abstinence 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 \$0.535/mile effective January 1, 2017.

(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 \$11.25. The per diem rate for a trip that exceeds 12 hours away from base for which an overnight stay is not required is \$30.00. The overnight per diem rate for a trip that requires one or more nights away from base is \$75.00 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

(i) Curriculum Training and/or Professional Development

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 AAEP. In addition, all applicant agencies should budget for all program staff to attend the annual two day professional development conference to be held in the Montgomery area, to include registration fees, estimated at \$100 per attendee.

(ii) Administrative Meetings

Projects should budget travel expenses, to include mileage and per diem, for project staff to attend AAEP meetings in Montgomery (dates to be determined) during FY 2017.

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. Each piece of equipment, dollar amount, and project-specific reason for purchase must be listed on the Equipment List Form (Attachment G).

e. Supplies

The applicant agency should budget for materials and supplies necessary to carry out the goals and objectives of the project. 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). For specific costs related to curriculum and workbooks contact www.thedibbleinstitute.org. If requesting funds to purchase promotional or incentive items, the applicant agency must describe the items they wish to purchase and how they will be distributed (i.e. at the end of program completion) in the budget narrative. Gift cards and food items are not to be purchased with AAEP funds.

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 abstinence education services). For project-related abstinence education 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) travel expenses for volunteers, trainees, & clients and
- (12) training costs, speaker fees, and stipends.

h. Indirect Costs

Indirect costs are those costs related to the project that are not included in direct costs. Indirect costs are incurred for a common or joint purpose, benefiting more than one cost objective, not readily identified with a particular cost center, and may be paid if allowable under the grant funding source. If the cost can be identified by personnel activity reports (time sheets, payroll sheets), it can be charged as a direct cost in lieu of inclusion as an indirect cost. The applicant agency must assure that costs that have been treated as direct costs will not be claimed as indirect costs. In the budget narrative, describe the expenditures that will be covered under indirect costs. The applicant agency may negotiate an indirect cost rate with a state agency. In order for a sub-grantee to charge ADPH indirect cost they must provide us 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 de minimis rate of 10 percent as long as the applicant agency has never had a federally negotiated indirect cost agreement.

i. Budget Narrative

The budget narrative is to be no longer than three (3) 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 AAEP 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. Abstinence Education Cover Sheet (Attachment B).....
- 2. Dated cover letter on agency letterhead requesting abstinence education funds from ADPH for FY 2016 with signature by Authorized Representative
- 3. Abstinence Education Project Implementation Plan (Attachment C) and corresponding Memoranda of Agreement.....
- 4. State and Local Match Calculation Worksheet (Attachment D).....
- 5. Organizational Chart(s) of Applicant Agency.....
- 6. Resume (or CV) of Abstinence Education Project Coordinator.....
- 7. Program Narrative.....
- 8. Budget Narrative.....

FINANCIAL SUPPORT AND REPORTING DOCUMENTS

- 9. Abstinence Education Match Summary Table (Attachment E).....
- 10. Abstinence Education Personnel Form (Attachment F)
- 11. Abstinence Education Equipment List Form (Attachment G).....
- 12. Funding from Other Entities Form (Attachment H)
- 13. Abstinence Education Budget Summary Table (Attachment I).....

**Request for Proposal
CHECKLIST (continued)**

CERTIFICATIONS AND ASSURANCES

- 14. Certification of Adherence to Guidelines Regarding Environmental Tobacco Smoke (Attachment K)
- 15. Certification of Adherence to Advisory on Restrictions on Sectarian Activities (Attachment L).....
- 16. Certification of Adherence to State Match Requirements and Financial Recordkeeping for Abstinence Education Grant (Attachment M).....
- 17. Certification of Adherence to Guidelines for Abstinence Education Grant (Attachment N)....
- 18. Criminal Penalty for False Statements (Attachment O).....
- 19. Independent Audit (if applicable).....

MANDATORY GRANT DOCUMENTS

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

**Alabama Abstinence Education Program
Notice of Intent to Apply for Funding FY 2017**

On behalf of _____ (Organization), we express our intent to apply for Alabama Abstinence Education Program (AAEP) funding to provide RS+ for FY 2017. We estimate reaching _____ youth in the following counties:

_____.

Organization

Printed Name of Program Coordinator

Signature of Program Coordinator

Date

**Abstinence Education Cover Sheet
Alabama Abstinence Education Program**

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

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

Government Private: For-profit Other

Private: Nonprofit Faith-based Organization If other, specify: _____

3. Amount of Funding: _____ Amount of Match: _____

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: _____

Abstinence Education Project Implementation Plan

Complete for each location to be served.

County: _____

School/Location/Group: _____

School System (if applicable): _____

Ages of youth: _____ **Gender(s):** _____

Will classes be co-ed or gender separated? _____

Race/Ethnicity of youth: _____

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

Number of cycles per year: _____

Total projected number of participants for grant year: _____

Describe how parental consent will be obtained for participants.

(Specify whether permission will be active or passive)

State and Local Match Calculation Worksheet

Local Match:	Sub-grantee grant amount x 0.42857
State Match:	
1. Sub-grantee grant amount ÷ total grant award (\$1,602,745) = Sub-grantee % of total grant award	
2. State budget amount (\$407,213) x Sub-grantee % = Sub-grantee state match amount	
Sub-grantee Total Match Requirement = Local match + State match	

Abstinence Education Match Summary Table

Complete the following table concerning the total operating budget for your abstinence education services project.

IN-KIND CONTRIBUTION	DESCRIBE PROCESS FOR CALCULATING IN-KIND VALUE	TOTAL IN-KIND CONTRIBUTION
Delineate any in-kind contributions with regard to your projected budget. In-kind contributions represent the value of noncash or cash contributions provided by the grantee, such as volunteer services, charges for real property and non-expendable personal property, and the value of goods and services directly benefitting the project.		
From Whom	Description (calculation process)	Monetary Value
		\$
		\$
		\$
		\$
		\$
		\$

(If additional pages are needed please make copies of this form.)

Agency/Organization Name: _____

FY Grant Period: _____

Abstinence Education Personnel Form
(Staff paid with Title V State Abstinence Education Program funds)

Name and Title of Employee	Annual Salary Rate	% Time	Total Amount Required
			\$
Fringe Benefits %			\$
Sub-Total			
TOTAL			\$

Agency/Organization Name: _____ FY Grant Period: _____

Abstinence Education Equipment List Form

(Equipment cannot exceed ten percent of the ADPH abstinence education funds requested.)

Amount Requested in Budget for Equipment: _____

Itemize, describe, and justify list below. Equipment is defined as any item with an acquisition cost of \$500 or more per unit. This may include fax machines, cameras, video recorders/players, televisions, computers, printers and overhead projectors.

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

Agency/Organization Name: _____ FY Grant Period: _____

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: _____

Abstinence Education Budget Summary Table
 (Instructions: funding from all sources that support this project only)

OBJECT CLASS CATEGORIES	ADPH ABSTINENCE EDUCATION FUNDS REQUESTED (A)	MATCHING FUNDS (IN-KIND) (B)	TOTAL (A+B)
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% of the total grant award**

****Not to exceed 10% 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, capital expenditures, and the portion of each sub-award in excess of \$25,000.**

Estimated cost per youth served (total budget \$ _____ ÷ projected number to be served _____) = \$ _____

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

Agency or Organization Name: _____

PROJECT NAME: _____
Abstinence Education Program
Employee Activity Sheet

Employee Name:	Pay Period Ending:			Hours Worked
	Month	Day	Year	
Activities				
TOTAL HOURS FOR FIRST WEEK				
TOTAL HOURS FOR SECOND WEEK				
			TOTAL HOURS	
			HOURLY RATE	\$
			TOTAL PAY	\$

Employee Signature: _____

Supervisor Signature: _____

Date: _____

Date: _____

**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 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 \$1,000 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-grantees 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

Project Coordinator

Date

Administration for Children and Families
Department of Health & Human Services

Advisory on Restrictions on Sectarian Activities

Faith-based and community-based organizations are eligible to apply for Title V State Abstinence Education Program Grant funding under the Administration for Children and Families (ACF), Department of Health and Human Services (DHHS). Please note, however, that no funds provided through the DHHS/ACF funded abstinence education 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 DHHS/ACF funded abstinence education program. A DHHS/ACF funded abstinence education program cannot discriminate in providing abstinence education 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 DHHS/ACF funded abstinence education programs must not violate these restrictions on sectarian activities.

**CERTIFICATION OF ADHERENCE TO ADVISORY ON RESTRICTIONS ON
SECTARIAN ACTIVITIES**

On behalf of _____ (Organization), an Alabama Abstinence Education Program (AAEP) sub-grantee, 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 DHHS/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

**CERTIFICATION OF ADHERENCE TO STATE MATCH REQUIREMENTS AND
FINANCIAL RECORDKEEPING FOR ABSTINENCE EDUCATION GRANT**

On behalf of _____ (organization), an Alabama Abstinence Education Program sub-grantee, I certify that said organization will adhere to the state non-federal match requirement of the grant. The state non-federal match must be used solely for the activities associated with implementation of the abstinence education project and may be local dollars or in-kind support.

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 state non-federal match requirement of the grant, funding **will** be terminated and the organization **will** be required to repay funds received from the grant.

Organization

Project Coordinator

Date

**CERTIFICATION OF ADHERENCE TO GUIDELINES
FOR ALABAMA ABSTINENCE EDUCATION GRANT**

I, _____, on behalf of _____ (Organization), certify that in accordance with the provisions of the Patient Protection and Affordable Care Act of 2010 (Affordable Care Act), which amends Section 510 of the Social Security Act, said organization will adhere to the mandates in the above referenced law requiring that the educational or motivational program, to wit, said programming:

- (A) has as its exclusive purpose, teaching the social, psychological, and health gains to be realized by abstaining from sexual activity;**
- (B) teaches abstinence from sexual activity outside marriage as the expected standard for all school-age children;
- (C) teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems;**
- (D) teaches that mutually faithful monogamous relationship in the context of marriage is the expected standard of human sexual activity;
- (E) teaches that sexual activity outside of the context of marriage is likely to have harmful, psychological and physical effects;
- (F) teaches that bearing children out-of-wedlock is likely to have harmful consequences for the child, the child's parents, and society;
- (G) teaches young people how to reject the sexual advances and how alcohol and drug use increase vulnerability to sexual advances; and**
- (H) teaches the importance of attaining self-sufficiency before engaging in sexual activity.**

As a sub-grantee with the Alabama Abstinence Education Program (AAEP), the organization further certifies 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/STIs) are required to contain medically accurate information regarding effectiveness or lack of effectiveness of condoms. AAEP will require projects that provide content information about STD/STI or HIV prevention to also provide medically accurate information regarding the effectiveness or lack of effectiveness of condoms. All project staff will be trained to answer questions that arise during administration of abstinence education with medically accurate information.

Information on contraceptives does not contradict the Affordable Care Act, which amends Section 510 of the Social Security Act, and complies with the "Minimum Contents to be Included in Sex Education Program or Curriculum," Code of Alabama, 1975, §16-40A-2*, Alabama Law (Regular Session, 1992) Act No. 92-590, Section 2, *Alabama Course of Study: Health Education, adopted 2009*.

As a sub-grantee with AAEP, the organization further certifies that no materials will be used by my educational project that has not been approved by AAEP, as medically accurate. All abstinence education materials that are presented as factual will be grounded in scientific research. As the project coordinator, I will ensure that all staff are trained on fidelity to evidence-based programming and medical accuracy. My programming will educate using accurate, objective, and complete materials. Value-based perspectives will not be presented by my staff. I will train my staff to distinguish between a value or an opinion and a fact, supported by scientific research.

While the Minimum Contents to be included in Sex Education or Curriculum, Code of Alabama, 1975 §16-40A-2* recognizes:

1. Abstinence from sexual activity is the only completely effective protection against unwanted pregnancy, sexually transmitted diseases, and acquired immune deficiency syndrome (AIDS) when transmitted sexually.
2. Abstinence from sexual activity outside of lawful marriage is the expected social standard for unmarried school-age persons.

Alabama does not have an “abstinence law.” My organization will not represent nor refer to the state law as an abstinence law. When discussing the law within my organization, local schools, and community, my organization will not refer to it as such, as the law also mandates:

Statistics based on the latest medical information that indicate the degree of reliability and unreliability of various forms of contraception, while also emphasizing the increase in protection against pregnancy and protection against sexually transmitted diseases, including HIV and AIDS infection, which is afforded by the use of various contraceptive measures.

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

From the U.S. Code Online via GPO Access
[wais.access.gpo.gov]
[Laws in effect as of January 3, 2006]
[CITE: 42USC707]

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 _____