

Alabama Department of Public Health
Alabama Sexual Risk Avoidance
Education Program
Request for Proposals

Agency Name: Alabama Department of Public Health (ADPH), Bureau of Family Health Services (BFHS), Alabama Sexual Risk Avoidance Education (ASRAE)

Funding Opportunity Title: Title V State Sexual Risk Avoidance Education

Funding Period: FY 2019 (October 22, 2018 - September 30, 2019), FY 2020 (October 1, 2019-September 30, 2020)

Funding Type: Funding will be provided in the form of a grant, dependent on the availability of appropriated funds for sexual risk avoidance 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 or disapprove subsequent funding.

Funding Range of Individual Awards per Budget Period: Up to eight awards; funding range is \$20,000 - \$200,000

Federal Requirement for Matching Funds: No match is required.

Due Date for Applications: Tuesday, October 9, 2018, by no later than 3:00 P.M., CST

I. OVERVIEW AND PURPOSE

A. Overview

ADPH, BFHS seeks proposals for projects which meet the guidelines for sexual risk avoidance education funding appropriated by Section 510 of the Social Security Act (42 U.S.C. § 710), as amended by section 50502 of the Bipartisan Budget Act of 2018 (Pub. L. No. 115-123), and as further amended by section 701 of Division S of the Consolidated Appropriations Act, 2018 (Pub. L. No. 115-141).

B. Purpose

ADPH seeks to fund agencies to provide sexual risk avoidance education, and where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity. The program is designed to teach youth personal responsibility, self-regulation, goal setting, healthy decision-making, a focus on the future, and the prevention of youth risk behaviors such as drug and alcohol usage without normalizing teen sexual activity. Applicants awarded funding are required to implement or expand evidence-based or evidence-informed abstinence education programs, based on sound theoretical frameworks, to foster peer support of decisions to delay sexual activity in adolescents and young adults.

ASRAE will require applicants to comply with all legislative mandates as specified in Section 510(b)(2) in order to be eligible for funding to provide abstinence education. Historically, the Administration for Children and Families (ACF) has required that all federal mandates A-H receive equal emphasis. ASRAE will address objectives from all A-H federal mandates but will place greater

emphasis on the mandates related to the former personal scales, directly related to the stages of adolescent growth and development:

- (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 ASRAE 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 2019 funding with approved applicant agencies selected for implementation of this program in schools and community-based settings.

II. PROPOSAL DETAILS

A. Eligible Applicants

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

Proposals will be accepted from applicant agencies with staff, including project coordinator, that

have a minimum of two (2) years of experience in implementing, coordinating, or managing programming that promotes avoidance of youth risk behaviors and collaboration with other youth-serving agencies. Eligible applicants should have a minimum of two (2) years providing programming to youth aged 10 - 19 years. Implementation will be through schools and community-based organizations. The project coordinator must submit a resume or curriculum vitae (CV) with a detailed description of two (2) years of experience in implementing, coordinating, or managing programming that promotes avoidance of youth risk behaviors and collaboration with other youth-serving agencies (include additional pages as necessary).

Applicants who are interested in receiving ASRAE funding must submit the ASRAE Notice of Intent to Apply (Attachment A) by September 18, 2018 to:

Wenter Williams
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
Wenter.Williams@dph.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 youth. Applicants are eligible to apply for FY 2020 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 2019 will be required to submit a written Letter of Intent and updated Implementation Plan to receive funding for FY 2020 if funds are made available from the Department of Health and Human Services (DHHS), Family and Youth Services Bureau (FYSB), ACF. ADPH will provide applicants with guidance for submitting any updates to their applications and Implementation Plans. Funding for FY 2020 is not guaranteed to FY 2019 awardees.

Funds awarded through the Title V State Sexual Risk Avoidance Education Program may NOT be used to supplant existing funds. These funds are to be used to start new sexual risk avoidance education programs and expand existing sexual risk avoidance 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), ASRAE 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, sexually transmitted diseases (STDs) rate, demographics, and rates of other risk behaviors. The focal populations will be youth, ages 10 - 14, in the following counties: Baldwin, Bullock,

Butler, Calhoun, Chambers, Chilton, Cullman, Dallas, DeKalb, Elmore, Etowah, Greene, Houston, Jefferson, Lee, Lowndes, Macon, Madison, Marshall, Mobile, Montgomery, Morgan, Perry, Pickens, Walker, 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. Though the objective is to impact these focal populations, it can be expected that a larger segment of the adolescent population will also be reached during program delivery.

All youth will be eligible to participate in ASRAE 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

There are no federal or state match requirements.

E. Deadline for Submission

Proposals must be received by Tuesday, October 9, 2018, 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 Sexual Risk Avoidance Education Program 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 2019 signed by the authorized representative.

Order of funding proposals should follow the *Request for Proposal Checklist* on pages 18-19. For information or clarification, applicant agencies may call (334) 206-5538 or e-mail inquiries to Wenter.Williams@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 ASRAE 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 L).

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 I).
2. Certification of Adherence to Advisory on Restrictions on Sectarian Activities (Attachment J).
3. Certification of Adherence to Guidelines for Alabama Sexual Risk Avoidance Grant (Attachment K).

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

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

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

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

K. Review Process and Criteria

A review panel consisting of ASRAE 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 2019 funding will be objectively evaluated against the required implementation and funding criteria outlined in this RFP. The panel's scores, based on their assessments, will be the basis for approving or disapproving FY 2019 funding for abstinence education. ADPH will immediately notify approved and non approved applicant agencies by letter. All proposals submitted will remain with ADPH and shall not be returned to the applicant.

L. 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 staff and Project Coordinator
- 10 points = Priority Needs for Sexual Risk Avoidance Education (Section III.A)
- 10 points = Program Goals and Objectives (Section III.B)
- 30 points = Methodology for Program Delivery and Efficiency (Section III.C)
- 5 points = Methodology for Project Evaluation (Section IV.A)
- 5 points = Timely Reporting Process (Section IV.B)
- 35 points = Budget Requirements (Section V)
- 100 points = Total

M. RFP Terms and Conditions

ADPH maintains the right to withdraw this RFP if Alabama does not receive the expected funds from the DHHS, ACF, and 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 20 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@adph.state.al.us.

A. Priority Needs for Sexual Risk Avoidance Education

Applicant is required to establish a simple needs assessment of problems related to teen pregnancy and STDs in the proposed programming area. The discussion may include brief descriptions of existing programs or gaps therein that address the problems.

If programming is proposed in a county not currently identified as at-risk by ASRAE, the applicant agency must describe the need for abstinence education in its target population. Rates of adolescent pregnancy and STDs 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 ASRAE is to reduce the incidence of unplanned pregnancies and the acquisition of STDs among Alabama's youth by providing medically accurate, evidence-based and evidence-informed abstinence programs that normalize the optimal health behavior of avoiding non marital sexual activity using PYD strategies. ASRAE will provide effective abstinence programs to at-risk youth aged 10-19. This programming will equip youth with the skills and tools to resist sexual risk behaviors and the ability to make choices that will promote better health and well-being as they mature into young adulthood.

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

1. Objective 1: By September 30, 2019, a minimum of 10,000 youth aged 10-19 will receive education exclusively on sexual risk avoidance that teaches participants to refrain from non-marital sexual activity through school and community-based PYD programs.
2. Objective 2: By September 30, 2019, a minimum of 10 community outreach events will be conducted to reach youth and adults to provide information on sexual health topics.

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

Applicants must complete the Sexual Risk Avoidance Education 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

ASRAE sub-grantees will provide medically accurate and age-appropriate, evidence-based programming (EBP) or evidence informed programming 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. Programming

ASRAE will implement evidence-based and evidence-informed curriculum to youth in middle schools and community-based, youth-serving organizations. Funded programs will be given flexibility in what curriculum they select for programming to accommodate different school structures and community settings within the state. The selected curriculum will help youth explore the changes that occur during adolescence; promote resistance to all youth risk behaviors, including sexual risk taking; and promote the development of protective factors by empowering adolescents to respond to developmental challenges in effective ways.

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

Selected Curriculum:

HealthSmart Middle School: Abstinence, Puberty & Personal Health (Grades 6th and 7th)
HealthSmart High School: Abstinence, Puberty & Personal Health (Grades 9th -12th, upon request)

For more information, visit <https://www.etr.org/healthsmart/>.

Making a Difference! An Evidence-Based, Abstinence Approach to Teen Pregnancy and HIV/STD Prevention (8th grade)

For more information, visit <https://www.etr.org/ebi/programs/making-a-difference/>.

2. Community Engagement

Understanding the importance of developing and maintaining strong community relationships is vital to reaching the communities that are being served. Community

engagement includes mobilizing necessary resources, disseminating information, generating support, and fostering cooperation across public and private sectors in the community.

Applicants are required to host a minimum of two community events, to include events observing STD Awareness Month (April) and Teen Pregnancy Prevention Month (May). Applicants should describe all activities that will be involved in achieving the program objectives.

3. Program Fidelity and 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 facilitators will attend required training for selected curriculum and annual program professional development. All facilitators must be trained by APPB staff.
- b. ASRAE fidelity monitoring forms will be completed by facilitators for each session taught.
- c. Requests to adapt programming will be submitted to ASRAE for approval prior to implementation.
- d. Fidelity issues identified by ASRAE site visits will be addressed and corrective action taken when indicated. A corrective action plan must be presented to ASRAE upon request.

4. Promoting Healthy Transitions to Adulthood through PYD

ASRAE is committed to promoting the behavioral health and social and emotional well-being of vulnerable young people through a strengths-based, 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, or 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, 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.

5. Collaboration with Other Youth-Serving Agencies

Due to the interrelated nature of youth risk behaviors, ASRAE 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 ASRAE programming will be delivered to youth served by these agencies.

6. Referral for Services

Youth participating in sexual risk avoidance education programming may have needs that ASRAE will not be able to meet, such as mental health, physical health, and social service needs. ASRAE 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 is 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. All program personnel must be trained regarding mandatory reporting of suspected abuse or neglect.

Applicants must coordinate with APPB to develop a resource guide for community and statewide services provided through state agencies such as mental health, substance use and abuse, tobacco prevention, and health assistance programs such as Medicaid and the Children's Health Insurance Program.

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), and
2. fidelity and 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 ASRAE:

1. Monthly Calendars

Monthly calendars detailing the educational schedule will be submitted to the ASRAE 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 ASRAE office immediately. Scheduled and non-scheduled monitoring will be conducted throughout the project year.

2. Monthly Invoices

Monthly invoices detailing expenditures related to ASRAE programming will be submitted to the ASRAE office monthly and are due no later than the 10th of the following month. The invoice should include a breakdown of each line item expense (i.e. personnel, supplies, etc.) and a cumulative total. Supporting documents should be provided for each item. Activity sheets for all employees paid from ASRAE are required. Activity sheets should provide adequate details to justify payment. Attachment H is provided as an example. Funded projects may use their own form; however, it must include detailed activities, hours spent on said activities, employee's rate of pay, and the total amount to be paid from ASRAE. 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 ASRAE 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, 2018, through March 31, 2019, will be due on April 10, 2019. A year-end report providing a detailed description of all funded project activities from April 1, 2019, through September 30, 2019, will be due on October 10, 2019, 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 REQUIREMENTS

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 ASRAE. 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 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.

Applicants must be in a position to operate on a cost-reimbursement basis. Reimbursement averages 60 days.

B. Budget Forms

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

1. Alabama Sexual Risk Avoidance Education Personnel Form (Attachment D)
This form must be completed by each applicant agency with staff that will be paid with ASRAE 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 accident insurance, and workman's compensation insurance. Fringe benefits can be actual costs paid or an estimated percentage rate for each employee assigned to the

project. If using an estimated rate, it must be based on the applicant agency's customary rate and supported by documentation.

2. Alabama Sexual Risk Avoidance Education Equipment List Form (Attachment E)
This form is required for applicant agencies planning to purchase equipment for their projects with ASRAE 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.
3. Funding from Other Entities Form (Attachment F)
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.
4. Alabama Sexual Risk Avoidance Education Budget Summary Table (Attachment G)
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 H), must meet the following standards:
 - (1) must reflect an after-the-fact distribution of the actual activity of each project staff member,
 - (2) must account for the total activity for which one or more project staff is compensated,
 - (3) must include the employee's rate of pay,
 - (4) must be prepared monthly and include expenses for entire month, 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, sustenance, and related items incurred by project staff traveling on official project business. Such costs are charged on a per diem and/or mileage basis.

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

(2) Lodging and Sustenance

Costs incurred by project staff for travel, including costs of lodging, other sustenance, 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 \$0.545/mile effective January 1, 2018.

(b) Per Diem Rates

The daily (meal) per diem rate for a trip that is more than six (6) hours but less than 12 hours away from base for which an overnight stay is not required is \$12.75. The per diem rate for a trip that exceeds 12 hours away from base for which an overnight stay is not required is \$34.00. The overnight per diem rate for a trip that requires one or more nights away from base is \$85.00 per day for travel requiring one overnight stay and \$100.00 per day for travel requiring a stay of two or more nights.

(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 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 ASRAE. 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 River Region area, to include registration fees, estimated at \$150 per attendee.

(ii) Administrative Meetings

Projects should budget travel expenses, to include mileage and per diem, for project staff to attend ASRAE meetings in Montgomery (dates to be determined) during FY 2019.

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 and players, overhead and slide projectors, televisions, computers, tablets, 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 E).

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). If requesting funds to purchase promotional and 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 ASRAE 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, rate of pay, 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

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

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

i. Budget Narrative

The budget narrative is to be no longer than four (4) double-spaced, typed pages. The applicant agency must provide a detailed budget justification for each line item that specifically describes (including the calculation process) how the proposed budget supports the project's administrative and implementation activities in relation to achieving the project's goals and objectives. Only funding requested from ASRAE 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. Sexual Risk Avoidance Education Cover Sheet (Attachment B).....
- 2. Dated cover letter on agency letterhead requesting abstinence education funds from ADPH for FY 2019 with signature by Authorized Representative
- 3. Sexual Risk Avoidance Education Project Implementation Plan (Attachment C) and corresponding Memoranda of Agreement.....
- 4. Organizational Chart(s) of Applicant Agency.....
- 5. Resume (or CV) of Sexual Risk Avoidance Education Project Coordinator.....
- 6. Program Narrative.....
- 7. Budget Narrative.....

FINANCIAL SUPPORT AND REPORTING DOCUMENTS

- 8. Sexual Risk Avoidance Education Personnel Form (Attachment D)
- 9. Sexual Risk Avoidance Education Equipment List Form (Attachment E)
- 10. Funding from Other Entities Form (Attachment F)
- 11. Sexual Risk Avoidance Budget Summary Table (Attachment G)

**Request for Proposal
CHECKLIST (continued)**

CERTIFICATIONS AND ASSURANCES

- 12. Certification of Adherence to Guidelines Regarding Environmental Tobacco Smoke
(Attachment I)
- 13. Certification of Adherence to Advisory on Restrictions on Sectarian Activities
(Attachment J).....
- 14. Certification of Adherence to Guidelines for Sexual Risk Avoidance Education Grant
(Attachment K).....
- 15. Criminal Penalty for False Statements (Attachment L).....
- 16. Independent Audit (if applicable).....

MANDATORY GRANT DOCUMENTS

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

**Alabama Sexual Risk Avoidance Education
Notice of Intent to Apply for Funding FY 2019**

On behalf of _____ (Organization), we express our intent to apply for Alabama Sexual Risk Avoidance Education (ASRAE) funding for FY 2019. We estimate reaching _____ youth in the following counties:

Organization

Printed Name of Program Coordinator

Signature of Program Coordinator

Date

**Alabama Sexual Risk Avoidance
Education Program Cover Sheet**

- 1. Applicant/Organization Name: _____
 - a. Organization Director: _____
 - b. Organization Telephone Number: _____
 - c. D-U-N-S 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 Request: _____

4. Person Completing Application _____

Title: _____ Telephone Number: _____

5. Financial Officer Name: _____

Title: _____ Telephone Number: _____

6. To the best of my knowledge and belief all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant and applicant will comply with the attached assurances if the assistance is awarded.

Typed Authorized Signature: _____

Signed Authorized Signature: _____

Date: _____

Alabama Sexual Risk Avoidance Education 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: _____

How parental consent will be obtained for participants?

_____ Active consent (requires parents to sign and return form for their child to participate)

_____ Passive consent (requires parents to sign and return form if they refuse to allow their child to participate)

Alabama Sexual Risk Avoidance 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: _____

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

| CATEGORIES | TOTAL |
|------------------------------|-------|
| 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, utilities, capital expenditures, and the portion of each sub-award in excess of \$25,000.**

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

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: _____

**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 (ASRAE) 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 GUIDELINES
FOR ALABAMA SEXUAL RISK AVOIDANCE
EDUCATION PROGRAM**

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 (ASRAE), 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. ASRAE 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 ASRAE, the organization further certifies that no materials will be used by my educational project that has not been approved by ASRAE, 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 _____