



Assistant Secretary for Health  
Office of Public Health and Science  
Washington D.C. 20201

December 15, 2010

Dear Grantee:

Congratulations again on your Teen Pregnancy Prevention (TPP) grant. This is an exciting opportunity and the Office of Adolescent Health (OAH) looks forward to helping you meet Federal requirements and the program expectations stated in the orientation webinar held on October 21, 2010.

As a cooperative agreement, your TPP project involves a collaborative relationship between you and your Project Officer. Regular communication (every 2 weeks) between you and your Project Officer is intended to strengthen your program design and implementation. Ongoing communication will also ensure that you receive information from OAH on training and technical assistance opportunities, updates about upcoming conferences and events, and other relevant information that will impact your project.

It is important that all grantees are aware of and comply with Federal level grant requirements in addition to the program specific requirements. Grant funds must be used in a manner consistent with program requirements as outlined in the funding announcement. In addition, grantees should not use grant funds to supplant or replace existing public or private funding or to supplant ongoing or usual activities of an organization. Please ensure that you are familiar with the following Federal requirements and restrictions as you work towards building your project:

- **Lobbying-** Grantees shall comply with the restrictions on lobbying set out in 45 CFR Part 93. Funds may not be used for fundraising activities or lobbying.
- **Religion-** The grantee may not use Federal or matching funds under this award to support inherently religious activities, such as worship, religious instruction, or proselytization (45 CFR Part 87).
- **Prior approval-** Grantees shall obtain prior approval from the Office of Grants Management for any major change to the project. This includes changes in scope to the project, changes in key personnel, and changes in budget that is greater than 25% of the total budget for the year.
- **Audit requirements-** An audit is required for all entities which expend \$500,000 or more of Federal funds in each fiscal year. The audits are due within 30 days of receipt from the auditor or within 9 months of the end of the fiscal year, whichever occurs first. The audit report when completed should be submitted online to the Federal Audit Clearinghouse at <http://harvester.census.gov/fac/collect/ddeindex.html>.

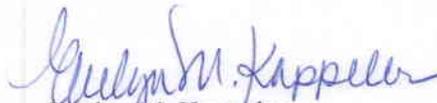
During the webinar on October 21<sup>st</sup>, OAH identified several key expectations for the grant program. The next 6-12 months will be a time to delve deep into planning and preparing for a strong and successful project. As you move forward, please be advised that your Project Officer is available to provide guidance on meeting the following expectations:

- Initial 6-12 months of the budget period should be spent on planning in preparation for full implementation of your project.
- Written approval should be obtained from OAH prior to beginning any implementation (including pilot testing).
- Revised project work plans should be reviewed by OAH.
- Program needs assessments should be completed and reviewed by OAH.
- Partnership agreements should be finalized and reviewed by OAH.
- Program implementation staff should be hired and completely trained prior to beginning the program.
- All program materials should be reviewed for medical accuracy by OAH prior to use in the project.
- All adaptations should be approved in writing by OAH (replication grantees).
  - Adaptations are any changes to the original evidence-based program model no matter how small (materials, type of facilitators, timing of implementation, location of implementation, and so forth).
  - Adaptations should be discussed with the program developer or publisher in addition to OAH. Discussion about intellectual property rights should occur with the developer or publisher early on in the planning phase.
  - Final approval for any adaptations should be obtained from OAH (discussion with the developer or publisher is important; however, OAH will give the final written approval for any adaptations).
- Program implementation plans should be approved by OAH prior to full implementation of your project. Implementation plans should include a process for monitoring the program and fidelity to the model selected.
- All evaluation plans should be approved in writing by OAH for ranges C&D replication projects and for the research and demonstration projects.
  - Fifty percent of each of these grantees' evaluation budgets are restricted until written approval is obtained.
  - Evaluation plans should incorporate feedback from the Evaluation TA contractor.

The Office of Adolescent Health is excited to work directly with you on this new program. This upcoming year will be a time to prepare for a strong and sustainable project. If you have any questions about OAH expectations, Federal grant requirements in general, or anything else related to your project or this initiative, please contact your Project Officer directly.

Thank you for the work that you are doing.

Sincerely,



Evelyn M. Kappeler  
Acting Director  
Office of Adolescent Health