Indiana RESPECT

Indiana Reduces Early Sex and Pregnancy by Educating Children and Teens

Adolescent Pregnancy Prevention Initiative

Community Grant Program
Application Packet and Grant Application Procedures (GAP)

FY 2008 and FY 2009

Administered by
Indiana State Department of Health
Maternal and Children's Special Health Care Services

Indiana State Department of Health

Date: December 29, 2006

To: Maternal & Child Health Project Directors
County Health Officers
Minority Health Coalitions
Prospective Grant Applicants

From: Edward M. Bloom, Director
Judith A. Ganser, MD, MPH, Medical Director
Maternal & Children's Special Health Care Services

SUBJECT: FY 2008 and FY 2009 Indiana RESPECT Grant Application

Please find enclosed the Indiana RESPECT (Reduces Early Sex and Pregnancy by Educating Children and Teens) FY 2008 and FY 2009 Application Packet and Grant Application Procedures (GAP) for community based programs supported by Federal and State funds.

This GAP is integrated with the mission of the Indiana State Department of Health: "The Indiana State Department of Health supports Indiana's economic prosperity and quality of life by promoting, protecting and providing for the health of Hoosiers in their communities."

Completed applications must be postmarked by February 15, 2007. Applicants will be notified whether their application will be funded by either April 2, 2007 (State grantees) or by July 2, 2007 (Federal grantees). Funding for State grantees will begin on July 1, 2007; funding for Federal grantees will begin on October 1, 2007.

A grant application workshop to provide technical assistance for the GAP will be held on Friday, January 19, 2007 in the Rice Auditorium at the Indiana State Department of Health, 2 North Meridian, Indianapolis, IN 46204 from 1:00 pm until 3:00 pm. Interested applicants are strongly encouraged to attend. Please RSVP for this technical assistance meeting by contacting Kim Rief, Administrative Assistant, either via email at krief@isdh.in.gov or by calling (317) 233-1261.

Please note that this application includes some significant modifications compared to prior applications:

- Indiana RESPECT will now award all applicants up to $30,000 per year instead of $25,000;
- The amount of matching funds (local match) that **federal** applicants must contribute has increased to 75%; and
- Lastly, all applicants will be required to participate in program monitoring and evaluation by Indiana State Department of Health (ISDH) staff or contract staff designated by ISDH.

If you have any questions or for clarification regarding this *application*, please contact Robert Bruce Scott, MCSHC Grant Coordinator, at rbscott@isdh.in.gov or by calling (317) 233-1241.

If you have any *programmatic* questions about Indiana RESPECT, please contact Stephanie G. Woodcox, MPH, CHES, Adolescent Health Coordinator at swoodcox@isdh.in.gov or by calling (317) 233-1374.

Purpose:

The Indiana State Department of Health (ISDH), in conjunction with the Maternal and Children's Special Health Care Services Division (MCSHC), announces the availability of **Federal and State** funds to support implementation and/or expansion of appropriate and effective community-based programs that stress sexual abstinence and delaying pregnancy and parenting for teens.

****All funding determinations for Indiana RESPECT projects are made pending allocation of funding to the Indiana State Department of Health (ISDH). Programs may be reduced or eliminated if funds are reduced or are otherwise not available to ISDH.****

This announcement directly addresses Healthy People 2010 National Health Objectives which focus on reducing pregnancies among adolescent females aged 15 to 17 years; increasing the proportion of adolescents who have never engaged in sexual intercourse before age 15; increasing the proportion of adolescents who have never engaged in sexual intercourse between the ages of 15 and 17; and increasing the proportion of adolescents who have received formal instructions on reproductive health issues before turning 18 years old.[1]

With this announcement, the Indiana State Department of Health Maternal and Children's Special Health Care Services Division is interested in partnering with local community organizations, schools, and agencies to implement programs which address locally determined priorities and needs related to sexual abstinence education and adolescent pregnancy prevention.

Background:

Despite the recently declining teen pregnancy rates in the United States, 4 out of 10 teenage girls get pregnant at least once before they reach age 20. This results in more than 900,000 teen pregnancies a year[2] and makes the United States the industrialized nation with the highest rate of teen pregnancy. [3]

Every *day* in Indiana, approximately 31 girls between the ages of 10-19 become pregnant.[4]

The number of pregnancies reported in Indiana in 2004 was 3,262 for adolescent females ages 15-17 (rate of 24.8 pregnancies per 1,000 female population) and 7,844 for adolescent females ages 18-19 (rate of 91.1 pregnancies per 1,000 female population).[4] Eleven percent of births in Indiana were to females under the age of 20.[5]

Teenage pregnancies are more likely to result in infant death and other poor pregnancy outcomes such as low birth weight. Unintended pregnancy increases the likelihood of child and maternal illness. Social consequences can be measured in unintended births, reduced educational attainment and employment opportunity, greater welfare dependency, and increased potential for child abuse.[6]

A report from the National Campaign to Prevent Teen Pregnancy shows that Indiana teen (19 years of age and younger) childbearing costs taxpayers (federal, state, and local) at least $195 million in 2004. Most of the costs of teen childbearing are associated with negative consequences for the *children* of teen mothers. In Indiana, 2004 annual taxpayer costs associated with children born to teen mothers included: $37 million for public health care (Medicaid and SCHIP); $40 million for child welfare; $33 million for incarceration; and

$64 million in lost tax revenue, due to decreased earnings and spending. The costs of childbearing are greatest for younger teens. In Indiana, the average annual cost associated with a child born to a mother 17 and younger is $3,953. [7]

Every *hour* of every day, a teenager in Indiana contracts a sexually transmitted disease (STD).[8]

According to the Centers for Disease Control and Prevention, substantial progress has been made in preventing, diagnosing, and treating certain STDs in recent years, but there are still an estimated 19 million new infections occurring each year. Sexually transmitted diseases disproportionately affect adolescents and young adults, with one quarter of STDs diagnosed among 15-19 year-olds and two-thirds of cases occurring among 15-24 year-olds.[5] The 2006 ISDH semi-annual (January-June) STD Morbidity Report indicates that among the 10-29 year-olds, there were 7,968 cases of chlamydia, 2,892 cases of gonorrhea, and 12 cases of syphilis. It is possible those numbers will double by the end of the year. If this happens, the 10-29 year-old population will account for approximately 90 percent of all cases of chlamydia, 80 percent of all cases of gonorrhea, and 38 percent of all cases of syphilis.[8]

Sexually transmitted diseases also generate an enormous economic burden due to direct medical costs for treatment of such infections. In Indiana, there are an estimated 304,200 new cases of STDs annually. The estimated economic burden associated with the treatment of the nearly 300,000 cases of STDs is $166.9 million annually.[10]

Eligibility Requirements:

All public or private not-for-profit organizations and agencies are eligible to apply. Grants will be awarded to applicants who demonstrate the capability of providing the proposed services and commitment to meeting the statutory requirements. Partnerships among applicants from the same geographic area are strongly encouraged.

Note: Those organizations that are currently CBAE (Community Based Abstinence Education) programs which are already currently funded by the Administration for Children and Families ***and*** any organizations who are receiving funds through a CBAE organization for abstinence education programming will not be eligible to receive funding for the implementation of Indiana RESPECT programs.

Selection Criteria:

Funding will be provided for the implementation and/or expansion of community-based programs through either Federal or State funds. Priority will be given to programs that 1) address the needs and assets of youth in your community, 2) are consistent with community values and resources, 3) focus on behaviors (e.g. abstinence until marriage or delayed sexual onset) leading to Healthy People 2010 objectives, and 4) identify and address risk and protective factors that influence sexual behavior.

Applicants must be familiar with the enclosed documents (see Appendix A) in their entirety to ensure compliance with all applicable requirements:

- Article 1 Sections 4 and 6 of the Indiana Constitution
- I.C. 20-8.1-7-21 AIDS Information
- I.C. 20-10.1-4-10 AIDS Instruction

- I.C. 20-10.1-4-11 Sexual Abstinence Education Instruction in Accredited Schools
- I.C. 20-10.1-4-15 Student Non-Academic Personal Analysis/Evaluation/Survey in the Classroom Setting
- P.L. 104-193 Section 510 Sexual Abstinence Education Definition
- P.L. 104-193 Section 104 Services Provided by Charitable, Religious, or Private Organizations

Federal Selection Criteria:

Federal funds are available from the Administration for Children and Families through the **Title V Section 510 Sexual Abstinence Education Block Grant.** Public Law 104-193, enacted August 22, 1996 added the Section 510 formula grant program to Title V of the Social Security Act. The purpose of Section 510 is to "enable the State to provide abstinence education, and at the option of the State, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity, with a focus on those groups most likely to bear children out of wedlock."

Programs funded must provide instruction consistent with abstinence education as defined in the "Personal Responsibility and Work Opportunity Reconciliation Act of 1996", P.L.104-193. Under this announcement, abstinence education is defined as "an educational or motivational program which:

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 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."

ISDH/MCSHC recognizes that varying needs and priorities of local communities will result in the development of programs with significant variation. As indicated in the FY 2007 Application Guidance for the Abstinence Education Provision through the Administration for Children and Families, each element of A-H should be meaningfully represented in all grantee's federally funded abstinence education programs and curricula. Programs and curricula **may not** be inconsistent with any aspect of the abstinence education definition. ISDH/MCSHC will monitor grantees for compliance with the above mentioned Federal abstinence education definition.

Instruction using these funds must encourage and support sexual abstinence and delaying pregnancy and parenting throughout the adolescent years until marriage. *Federal funds **may not** be used to provide instruction regarding family planning, contraceptive methods, and/or disease risk reduction methods.*

Federal programs must provide adolescents who may be or who may become involved in sexual activity with medically accurate information presented in the context that sexual abstinence throughout the adolescent years until marriage is recommended. These funds **may not** be used for the provision of medical services or medical supplies. Grantees **may not** teach or promote religion or provide religious instruction in either Federal or State funded programs (see Appendix B).

State Selection Criteria:

Funding will be provided for the implementation and/or expansion of community-based adolescent pregnancy prevention education programs which stress sexual abstinence throughout the adolescent years. State funds may, in consideration of locally determined needs and priorities, be used to provide programs which include instruction regarding family planning, contraceptive methods, and/or disease risk-reduction methods.

Funding will be provided for programs which model evidence-based programs that have been shown to be effective in delaying the onset of sexual intercourse, decreasing the incidence of sexual intercourse, and/or increasing the use of pregnancy/disease risk – reduction methods, including these characteristics:

- Focus clearly on reducing sexual behaviors that lead to unintended pregnancy or HIV/STD infection;
- Incorporate behavioral goals, teaching methods, and materials that are appropriate to the age, sexual experience, and culture of the students;
- Are based upon theoretical approaches that have been demonstrated to be effective in influencing health-related risk behaviors;
- Last long enough to allow participants to complete important activities;
- Provide basic, accurate information about the risks of unprotected intercourse and methods of avoiding unprotected intercourse;
- Employ a variety of teaching methods designed to involve the participants and have them personalize the information;
- Include activities that address social pressures related to sex;
- Provide models of and practice in communication, negotiation, and refusal skills;
- Select teachers or peers who support the program and provide them with training, including practice sessions;
- Encourage parental involvement in adolescents' sexual value development and decision-making; and
- Comply with relevant Federal and Indiana laws.

State funded programs must provide adolescents who may be or who may become involved in sexual activity with medically accurate information presented in the context that sexual abstinence throughout the adolescent years until marriage is recommended. These funds **may not** be used for the provision of medical services or medical supplies. Grantees **may not** teach or promote religion or provide religious instruction (see Appendix B).

Funding Availability:

These funds will be administered by the Indiana State Department of Health Maternal and Children's Special Health Care Services Division, Edward M. Bloom, Director.

Awards for both Federal *and* State community-based programs will be granted for a total 24-month period consisting of two (2) budget periods. The fiscal budget years for the State and Federal awards differ. The budget periods are:

State	1st	12-month budget period	July 1, 2007 – June 30, 2008
	2nd	12-month budget period	July 1, 2008 – June 30, 2009
Federal	1st	12-month budget period	October 1, 2007 – September 30, 2008
	2nd	12-month budget period	October 1, 2008 – September 30, 2009

Applicants may request **up to $30,000** for the 1st 12-month budget period and **up to $30,000** for the 2nd 12-month budget period. Neither Federal nor State funds from the 1st 12-month budget period will be allowed to carry over into the 2nd 12-month budget period.

The Indiana State Department of Health is committed to serving the broadest geographical range of applicants throughout the state possible. Efforts will be made to award grants in all geographic areas of the State, as well as areas that demonstrate the greatest need. Therefore, individual applicants will be allowed a maximum ***total*** Indiana RESPECT funding of **$30,000 per 12- month budget period**. Applicants may choose to complete applications for State Adolescent Pregnancy Prevention Education funds or Federal Sexual Abstinence Education funds. School buildings will be considered as individual applicants.

Applicants are required to provide matching funds (cash and/or in-kind). Federal grantees must provide a seventy-five percent (75%) match for each budget period. The Administration for Children and Families is now requiring a 75% match on Title V Section 510 funds awarded to states. State grantees must provide a thirty (30%) match for each budget period. For example, if you are requesting the maximum of $30,000 per 12 month budget period, you will be required to provide $22,500 in matching funds per 12 month budget period if you are a federal grantee or $9,000 in matching funds if you are a state grantee. If you are requesting less than the $30,000, you will still need to provide either a 75% or 30% match of the requested amount. Appendix C provides a glossary of terms, including definitions of matching funds.

All funded programs will be required to participate in program monitoring and evaluation by ISDH/MCSHC staff or contract staff designated by ISDH. Specifically this evaluation would include a) administering a pre- and post-test (this will be provided to you by the Program Manager of Indiana RESPECT) to either all participants if a small to medium sized program, or, if a school-based program, to a reasonable sized sub-sample; b) identifying a possible control group in your community that will also participate by completing the pre-and post-test; and c) participating in direct observations and/or participant interviews.

All funded programs will be required to attend the Cultural Competence Workshop that is held through the Office of Minority Health at ISDH. Cultural competence is a set of academic and personal skills that allow us to increase our understanding and appreciation of cultural differences between groups. For more information on when these workshops will be held and to register for a workshop, contact Carolin Requiz, Director, Office of Minority Health by email at crequiz@isdh.in.gov or by phone at (317) 233-7596.

How to Apply:

The Grant Application Procedures (GAP) for Indiana RESPECT are enclosed.

Inquiries:

Inquiries of *technical assistance in completing this application* should be directed to:

Robert Bruce Scott
MCH Grants Coordinator
(317) 233-1241 (Phone)
rbscott@isdh.in.gov (E-mail)

All inquiries regarding the Indiana RESPECT *grant program* should be addressed to:

Stephanie G. Woodcox, MPH, CHES
Adolescent Health Coordinator
(317) 233-1374 (Phone)
swoodcox@isdh.in.gov (E-mail)

Time Table *(for both Federal and State applicants)*:

Applications available:	Friday, December 29, 2006
Technical Assistance Meeting:	Friday, January 19, 2007
Applications submitted to ISDH/MCSHC and postmarked by:	Thursday, February 15, 2007
Grant recipients notified by:	Monday, April 2, 2007 (State grantees) Monday, July 2, 2007 (Federal grantees)
Grant start date:	State grantees: July 1, 2007 Federal grantees: October 1, 2007

The remainder of this page has been left blank intentionally.

References:

[1]U.S. Department of Health and Human Services. *Healthy People 2010: Understanding and Improving Health.* Second Edition Washington, D.C.: Government Printing Office, November 2000.

[2]National Campaign to Prevent Teen Pregnancy. (2004). Fact sheet: How is the 34% statistic calculated? Washington, DC: Author.

[3]Henshaw, S.K. (2004). *U.S. Teenage Pregnancy Statistics with Comparative Statistics for Women Aged 20-24*. New York: The Alan Guttmacher Institute.

[4]Indiana State Department of Health. (2004). Natality Report.

[5] Indiana State Department of Health. (2004). Epidemiology Resource Center.

[6]Indiana State Department of Health. (2004). Unintended/Teen Pregnancies fact sheet.

[7]National Campaign to Prevent Teen Pregnancy (2006). By the Numbers: The Public Costs of Teen Childbearing in Indiana.

[8]Indiana State Department of Health. (2006). Semi-Annual Sexually Transmitted Disease (STD) Morbidity Report.

[9]Centers for Disease Control and Prevention. (2004). Trends in Reportable Sexually Transmitted Diseases in the United States.

[10]Kaiser Family Foundation. (1997). Sexually Transmitted Diseases in America: How Many Cases and at What Cost?

Grant Application Procedures (GAP)

Format:

This application must be single-spaced, printed on one side only, on 8 1/2" x 11" paper, using standard black type (no smaller than 12-pitch) that can be photocopied. All pages and forms must be numbered sequentially on the bottom right hand corner of the page (including all forms), even if that requires you to print the numbers on each page. Please identify the applicant agency at the top of each page by use of a header. Please identify and begin each section on a new page. The application must be unbound. **DO NOT** include photographs, oversized documents, video or audiotapes, or materials that cannot be photocopied. The application must not exceed thirty-five (35) pages (including all forms). You may include an appendix, if necessary. The documents included in the appendix will not count against the limit of thirty-five pages.

Unacceptable Applications:

An application will be deemed unacceptable if it is 1) post-marked after the submission deadline of 02/15/2007, 2) incomplete, 3) illegible, 4) not prepared according to the instructions (especially if it exceeds the 35 page limit), 5) insufficient to permit an adequate review, 6) does not address the stated *Healthy People 2010* objective(s), or 7) is not signed.

The application submitted for review and consideration for funding through Indiana RESPECT should be collated in the following order:

- Form 1: Applicant Information
- Form 1b: Statement of Federal Compliance (Federal applicants only)
- Program Overview Narrative
- Table of Contents
- Section 1: Applicant Agency Narrative
- Form 2: Activities and Strategies
- Section 2: Statement of Need Narrative
- Section 3: Chosen Program Curriculum/Intervention
- Form 3: Healthy People 2010 National Health Objectives
- Section 4: Scope of Work Narrative
- Form 4: FY 2008 Work Plan
- Form 5: FY 2009 Work Plan
- Form 6: Key Program Staff
- Section 7: FY 2008 Budget Narrative and FY 2009 Budget Narrative
- Form 7: FY 2008 Budget Summary
- Form 8: FY 2009 Budget Summary
- Section 8: Endorsements

Submission:

All applications must be postmarked by February 15, 2007.

Submit **one original** and **three copies** of the application to:

Kim Rief
Indiana State Department of Health
Maternal and Child Health Services
2 North Meridian Street, Section 8-C
Indianapolis, IN 46204

The remainder of this page has been left blank intentionally.

Form 1: Applicant Information

Form 1, *Applicant Information*, should be completed for each application submitted. Instructions for information required for each item on this form are detailed on the reverse side of the form. Please do not substitute another format.

Form 1b: Statement of Federal Compliance

Form 1b, *Statement of Federal Compliance*, is required to be completed by any applicant requesting Federal funding through Indiana RESPECT. If you are applying for State funds, this form is not applicable.

Program Overview Narrative (2 page maximum)

This summary will provide the reviewer with a brief and clear overview of the proposed program. Include the following information in the summary:

- Identify the problem(s) to be addressed by the program as it relates to adolescent pregnancy prevention;
- Identify the target population(s) (age, gender, race/ethnicity),including the county(ies) to be served by the program;
- Provide an overview of the proposed program and how it will be implemented;
- Provide a rationale statement for choosing a particular program curriculum/intervention (described in more detail in Section 3);
- State the program's objectives; and
- Identify and detail the program's methods for data collection, data reporting, and measurement of the process objectives.

Table of Contents

The table of contents should list each section of the grant application listed on page 11 and the corresponding page number.

Section 1: Applicant Agency Narrative (1 page maximum)

The description of the applicant agency should:

- Provide a mission statement/statement of purpose of the agency;
- Provide a brief history of how the agency serves adolescents and youth;
- Describe how the project will be implemented within the structure of the applicant agency; and
- Explain how the project will be implemented within priorities of the local community.

Form 2: Activities and Strategies

On **Form 2**, *Activities and Strategies*, indicate which of the following prevention strategies the proposed program will employ with Indiana RESPECT funds. Please check all activities and strategies that apply. Please do not substitute another format.

Section 2: Statement of Need Narrative (2 page maximum)

This section represents the reasoning behind the proposed program. Include the following information in the narrative:

- Describe the specific problem(s) related to adolescent pregnancy prevention and/or sexual abstinence education to be addressed by the proposed program including support from the local (community) level such as statistical data (e.g. pregnancy rates, birth rates, etc.), surveys of community leaders, and youth;
- Describe the problem in terms of the target audience and include such information as gender, age, race/ethnicity, geographic region, high-risk health behaviors, education, income, and family structure;
- Provide examples of how other programs or organizations in your community are currently working to address this same issue and any partnerships you may currently have with these programs or organizations; and
- Explain how the target audience(s) of your proposed program has had involvement in the design, development, implementation, and evaluation of the proposed program.

For this section you may include a separate page for bibliographic information cited for local level data, including Web site references.

Section 3: Chosen Program Curriculum/Intervention (2 page maximum)

This section will provide more detail into the type of program curriculum/intervention to be implemented. Describe which program curriculum/intervention you intend to use. Please address each of the following as they relate to your chosen program curriculum/intervention:

- Provide a summary or outline of what the program curriculum/intervention entails;
- Why you chose the above named program curriculum/intervention;
- Did you modify this program curriculum/intervention in any way to meet the requirements for Indiana RESPECT funding (either Federal or State)? If so, please describe in what ways you modified the program curriculum/intervention; and
- Describe how this program curriculum/intervention meets any or all of the following promising program criteria:
    - Addresses the needs and assets of youth in your community;
    - Is consistent with community values and resources;
    - Focuses on behaviors (e.g. delayed sexual onset) leading to Healthy People 2010 objectives; and
    - Identifies and addresses risk and protective factors that influence sexual behavior.

Samples of program curriculum/intervention materials and/or lesson plans should be included in an appendix. It is not necessary to include all materials and lessons of the program curriculum/intervention, but choose those that provide an overall representation of what type of sexual abstinence and/or pregnancy prevention information you will be implementing.

Form 3: Healthy People 2010 National Health Objectives

On **Form 3**, check the *Healthy People 2010 National Health Objective(s)* that the program will work to address. Please do not substitute another format.

Section 4: Scope of Work Narrative (3 page maximum) (and Forms 4 and 5)

Process objectives typically focus on the achievement of major activities over the course of the funding period (two 12-month budget periods) such as the number of clients to be served, training sessions to be provided, etc. These process objectives must clearly relate to the appropriate grant selection criteria (either Federal or State) identified on pages 4-6.

For ***each*** process objective of the proposed program:

- Describe the activities that will occur in order to support the attainment of the program goal(s);
- Explain how these activities will be implemented (e.g. classroom curriculum, youth mentoring, small group, etc); and
- Describe how the activities and process objectives will be evaluated. Include a copy of the evaluation tool(s) to be employed.

Form 4, *FY 2008 Work Plan*, and **Form 5**, *FY 2009 Work Plan*, illustrate the timeline for each task or activity associated with the program's process objectives. Form 4 should be used for the first 12 month budget period. Form 5 should be used for the second 12 month budget period. Budget periods can be found on page 7. Note: state only one process objective per page; duplicate pages as needed. Please do not substitute another format. The tasks or activities on these forms should:

- Present a logical, step-by-step plan;
- Logically relate to identified needs;
- Identify responsible staff;
- Identify target population(s); and
- Indicate a time period when the tasks or activities will be achieved.

Additionally, the tasks and activities should:

- Be related to *Healthy People 2010 National Health Objectives*;
- Be achievable with available program resources; and
- Be achievable in the funding period.

Section 5: Reporting Requirements

Submission of data is a requirement for Indiana State Department of Health, Maternal and Child Health Services grantees. Each program is required to submit data reporting forms every six months using the following forms: Form A: Unduplicated Count of Clients Served; Form B: Hours of Service Received by Clients; Form C: Program Completion Data; and Form D: Communities Served. Samples of Forms A-D and the process objective tracking form that is to be submitted with the above mentioned forms can be found in Appendix E. A form titled *A-H Compliance* will be used to monitor A-H Compliance for all federal grantees only. This form allows grantees to report on how the activities of the program are meaningfully addressing each element of the federal abstinence education definition. Federal grantees will be required to return this

form along with the above mentioned forms every six months. A sample of this form is also included in Appendix E.

Section 6: Key Personnel (Form 6)

Form 6, *Key Program Staff*, will capture information regarding the relevant education, training, and work experience of key program staff including the program director, coordinator, and anyone who has a direct link to the development, implementation, and evaluation of the program. Form 6 should be completed for *each* staff person. This form may be duplicated as necessary. Please do not substitute another format.

Section 7: Budget Narrative (4 page maximum) and Budget (Form 7 and Form 8)

The budget is an estimate of what the program will cost to implement. The Indiana State Department of Health, Maternal and Children's Special Health Care Services Division supports reasonable and necessary costs for grants within the scope of the approved projects. *Allowable* costs may include planning and evaluation; salaries; training; educational materials; educational equipment (infant simulators, videos, displays, models); media activities; in-state travel ($0.40 cents/mile); incentives; and consultant fees. *Non-allowable* costs include food, out-of-state travel, and general equipment and computer equipment (hardware and software) for the maintenance of the applicant agency. Non-allowable items may not be purchased with either grant funds or matching funds.

The budget narratives must include a justification for **each** line item (lines 1-7 on Forms 7 and 8). Each narrative statement should describe the specific line item, how the specific item relates to the program, and how the amount shown in the budget was derived. Cash and/or in-kind contributions (matching funds) should be identified as well. There should be a separate budget narrative for FY 2008 and FY 2009; please begin each budget narrative on a separate page.

Complete **Form 7**, *FY 2008 Budget Summary*, and **Form 8**, *FY 2009 Budget Summary*. Please do not substitute a different format.

The *Total Project Cost* (maximum of $30,000) must equal the sum of columns *Matching Funds and ISDH Request Amount.*

In the column *Matching Funds*, indicate the total contribution (cash and/or in-kind) the applicant agency will expend for the proposed program. This contribution can include costs associated with salaries, educational materials, educational equipment (infant simulators, videos, displays, and models), media activities, in-state travel, incentives, consultant fees, or any expenses directly related to the proposed program. Applicants requesting federal funds are required to provide a minimum matching amount of **75% for each budget period** (maximum of $22,500 per $30,000 each budget period) and applicants requesting state funds are required to provide a minimum matching amount of **30% for each budget period** (maximum of $9,000 per $30,000 each budget period).

In the column *ISDH Request Amount*, indicate the cash amount of Indiana RESPECT funds being requested for the program. Please be sure to use the appropriate column (State or Federal) to report this information.

Section 8: Endorsements

Provide a minimum of three (3) current letters of collaboration describing the collaboration that will occur between the program and other community organizations to implement the proposed program (e.g. schools, hospitals, youth serving organizations, etc.).

The remainder of this page has been left blank intentionally.

Applicant Information **Form 1**

1. **Type of Funding Requested:** [ ] Federal [ ] State
2. **Title of Proposed Indiana RESPECT Program:**
3. **County(ies) to be served:**
4. **Name of Program Director:**
5. **Name of Program Coordinator:**
5a. **Position Title of Program Coordinator:**
5b. **Degree(s)/Certification(s) of Program Coordinator:**
5c. **Mailing Address for Program Coordinator:**
5d. **Email Address for Program Coordinator:**
5e. **Telephone Number (with area code) of Program Coordinator:**
5f. **Fax Number (with area code) of Program Coordinator:**
6. **Human Subjects:** [ ] No [ ] Yes; If Yes, include exemption number.
7. **Grant Budget Period:** (Check only one per application) [ ] (State) July 1, 2007 through June 30, 2009 [ ] (Federal) October 1, 2007 through September 30, 2009
8. **Amount of Funding Requested:** $ Personnel $ Other Operating $ Equipment $ Total Funding Requested (max of $60,000 over 24 month budget period)
9. **Type of Agency:** (Check only one) [ ] Public [ ] State [ ] Local [ ] Private Non-profit
10. **Applicant Agency:** Name of Agency: Federal ID Number: Address (Street Name, City, State, and Zip Code)
11. **Chief Administrative Officer** (Type or Print Name): Telephone Number (with area code):
12. **Official Custodian of Funds** (Type or Print Name): Telephone Number (with area code):
13. **Person Authorized to make legal and contractual agreement for the applicant agency:** Type or Print Name: Position Title: Signature:
14. **Program Director Assurance:** I agree to accept responsibility for the conduct of the program, provide the required progress reports, and participate in any program evaluation if a grant is awarded as a result of this application. Signature:

Directions for completing Form 1, Applicant Information

Item 1 **Type of Funding Requested:** Check *either* Federal or State funds.

Item 2 **Title of Program:** List the title for the proposed Indiana RESPECT program.

Item 3 **County(ies) to be served:** List all counties in which your program will be implemented.

Item 4 **Name of Program Director:** Name the primary person responsible to the applicant organization for the specified and technical direction of the project.

Item 5 **Name of Program Coordinator:** Name the primary person who oversees implementation of the program.

Item 5a **Position Title of Program Coordinator:** Self-explanatory.

Item 5b **Degree(s)/Certification(s) of Program Coordinator:** Indicate academic and professional degrees and/or certifications currently held.

Item 5c **Mailing Address for Program Coordinator:** Self-explanatory.

Item 5d **Email Address for Program Coordinator:** Self-explanatory.

Item 5e **Telephone Number:** Phone number (with area code) where Program Coordinator can be reached.

Item 5f **FAX Number:** Fax number (with area code) for the Program Coordinator.

Item 6 **Human Subjects:** Check the box marked "YES".
If the project activities are exempt from the Department of Health and Human Services (DHHS) regulations regarding Human Subjects, insert the exemption number(s) corresponding to one or more of the six categories listed (see Appendix D). If the project activities involving human subjects are not exempt, the applicant agency must submit and Assurance of Compliance and certification of Institutional Review Board (IRB) approval.

Item 7 **Contract Budget Period:** Select the budget period that corresponds with the type of funding you are applying for. This should correspond with your answer to Item 1.

Item 8 **Amount of Funding Requested:** Insert funding amounts for each category as outlined on Forms 6 and 7.

Item 9 **Type of Agency:** Self-explanatory.

Item 10 **Applicant Agency:** Provide the requested information for the agency that will be legally responsible for the proposed project.

Item 11 **Chief Administrative Officer:** Self-explanatory.

Item 12 **Official Custodian of Funds:** Self-explanatory.

Item 13 **Authorized personnel for legal and contractual agreements:** Self-explanatory.

Item 14 **Program Director Assurance:** Self-explanatory.

Form 1b

Statement of Federal Compliance

The undersigned agrees to comply with all eight (8) components of the Federal definition for abstinence education as outlined below and which can be found on page 5 of the Indiana RESPECT Application Packet.

Programs funded must provide instruction consistent with abstinence education as defined in the "Personal Responsibility and Work Opportunity Reconciliation Act of 1996", P.L.104-193. Under this announcement, abstinence education is defined as "an educational or motivational program which:

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 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;
H. Teaches the importance of attaining self-sufficiency before engaging in sexual activity."

ISDH/MCSHC recognizes that varying needs and priorities of local communities will result in the development of programs with significant variation. As indicated in the FY 2007 Application Guidance for the Abstinence Education Provision through the Administration for Children and Families, each element of A-H should be meaningfully represented in all grantee's federally funded abstinence education programs and curricula. Programs and curricula **may not** be inconsistent with any aspect of the abstinence education definition.

In addition, the undersigned agrees to provide documentation (copies of lesson plans, material, etc.) of compliance to Indiana State Department of Health (ISDH) and/or Maternal and Children's Special Health Care Services (MCSHC) staff or contract staff designated by ISDH/MCSHC, upon request.

Name (printed or typed): _____

Title: _____

Signature: _____

Date: _____

Form 2

Activities and Strategies

Please indicate which of the following adolescent pregnancy prevention strategies the proposed program will implement with Indiana RESPECT funds. (Please check all that apply.)

Youth Instruction

[ ] School classroom/Small group
[ ] School assembly
[ ] Community-based small group
[ ] Community-based assembly (fairs/rallies/forums)
[ ] Other(s) (Please specify)

Youth Development

[ ] Youth/peer educators
[ ] Youth-led conference/events
[ ] Youth mentoring (Adult to Youth)
[ ] Youth mentoring (Youth to Youth)
[ ] Youth community service/volunteering
[ ] Other(s) (Please specify)

Youth Life Options

[ ] Family life/sexuality education
[ ] Educational tutoring/mentoring
[ ] Employment and career training
[ ] Post-secondary education opportunities
[ ] Creative self-expression
[ ] Mental health services
[ ] Medical health services (using local/in-kind contribution)
[ ] Other(s) (Please specify)

Adult/Community Development

[ ] Parent education materials/workshops
[ ] Teacher/Professional materials/Training
[ ] Community events (fairs, rallies, forums)
[ ] Media outreach (TV, radio, newspapers, newsletters, billboards, etc.)
[ ] Other(s) (Please specify)

Form 3

Healthy People 2010 National Health Objectives

Please indicate which of the following Healthy People 2010 outcome objective(s) the proposed program will address. (Check all that apply.)

[ ] Objective 7.2: Increase the proportion of middle, junior high, and senior high schools that provide school health education to prevent health problems in the following areas: unintentional injury; violence; suicide; tobacco use and addiction; alcohol and other drug use; unintended pregnancy, HIV/AIDS and STD infection; unhealthy dietary patterns; inadequate physical activity; and environmental health.

[ ] Objective 9.7: Reduce pregnancies among adolescent females aged 15-17 years.

[ ] Objective 9.8: Increase the proportion of adolescents who have never engaged in sexual intercourse before age 15.

[ ] Objective 9.9: Increase the proportion of adolescents aged 15 to 17 years who have never engaged in sexual intercourse.

[ ] Objective 9.11: Increase the proportion of young adults who have received formal instruction before turning age 18 on reproductive health issues, including all of the following topics: abstinence, birth control methods, safer sex to prevent HIV, and prevention of sexually transmitted diseases.

Form 4

FY 2008 Work Plan (1st 12-month budget period)

Program Title:

Healthy People 2010 Objectives addressed: [ ] 7.2 [ ] 9.7 [ ] 9.8 [ ] 9.9 [ ] 9.11

Process Objective: (One process objective per sheet; duplicate as needed.)

Estimated unduplicated count of clients to be served by this process objective:

Ages 12-18: _____

Ages 19-29: _____

Parents and Professionals: _____

Tasks	**Staff**	**Months**												Anticipated Completion Date	Completion Date
		1	2	3	4	5	6	7	8	9	10	11	12		
1.															
2.															
3.															
4.															
5.															
6.															

Method to evaluate process objective:

Form 5

FY 2009 Work Plan (2nd 12-month budget period)

Program Title:
Healthy People 2010 Objectives addressed: [ ] 7.2 [ ] 9.7 [ ] 9.8 [ ] 9.9 [ ] 9.11
Process Objective: (One process objective per sheet; duplicate as needed.)

Estimated unduplicated count of clients to be served by this process objective:
Ages 12-18: _____
Ages 19-29: _____
Parents and Professionals: _____

Tasks	**Staff**	**Months**												Anticipated Completion Date	Completion Date
		1	2	3	4	5	6	7	8	9	10	11	12		
1.															
2.															
3.															
4.															
5.															
6.															

Method to evaluate process objective:

Key Program Staff **Form 6**

Give the following information for all personnel contributing to the program, beginning with the Program Director. List one staff per page; duplicate as needed.

Name (Last, First, Middle initial):
Title:
Birth date: (Month, Date, Year)

Education (begin with baccalaureate or other initial professional education):

Institution Name	Location	Degree	Year	Field of Study

Honors:
Major professional interest(s):

Research and professional experience. List in reverse chronological order previous employment and experience.

Form 7

FY 2008 Budget Summary (1st 12-month budget period)

Program Title:

Category	Total Program Cost	Matching Funds (Required **75% for federal grantees; 30% for state grantees**)	ISDH Request Amount	
			State Funds Requested	Federal Funds Requested
1. Personnel (include fringes)				
Other Operating Expenses				
2. Consumable supplies (includes postage)				
3. Travel (mileage, per diem, registration fees)				
4. Rental and Utilities (includes telephone)				
5. Consultant and contractual services				
6. Other expenditures				
7. Equipment				
Total Budget:	**$**	**$**	**$**	**$**

The *Local Contribution* column and the *ISDH Request Amount* column must add up to equal the **Total Program Cos**t.

Form 8

FY 2009 Budget Summary (2nd 12-month budget period)

Program Title:

Category	Total Program Cost	Matching Funds (Required **75% for federal grantees; 30% for state grantees**)	ISDH Request Amount	
			State Funds Requested	Federal Funds Requested
1. Personnel (include fringes)				
Other Operating Expenses				
2. Consumable supplies (includes postage)				
3. Travel (mileage, per diem, registration fees)				
4. Rental and Utilities (includes telephone)				
5. Consultant and contractual services				
6. Other expenditures				
7. Equipment				
Total Budget:	**$**	**$**	**$**	**$**

The *Local Contribution* column and the *ISDH Request Amount* column must add up to equal the **Total Program Cos**t.

APPENDIX A

P.L.104-193 WELARE REFORM ACT – SEXUAL ABSTINENCE EDUCATION

Sec. 510. [42 U.S.C.710] (a) For the purpose described in subsection (b), the Secretary shall, for fiscal year 1998 and each subsequent fiscal year, allot to each State which has transmitted an application for the fiscal year under section 505(a) an amount equal to the product of –

(1) the amount appropriated in subsection(d) for the fiscal year; and the percentage determined for the State under section 502(c)(1)(B)(ii)

(b)(1) The purpose of an allotment under subsection (a) to a State is to enable the State to provide abstinence education, and at the option of the State, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity, with a focus on those groups which are most likely to bear children out-of-wedlock

(2) For purposes of this section, the term "abstinence education" means an educational or motivational program which –

(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.

(c)(1) Section 503, 507, and 508 apply to allotments under subsection (a) to the same extent and in the same manner as such sections apply to allotments under section 502(c).

(2) Section 505 and 506 apply to allotments under subsection (a) to the extent determined by the Secretary to be appropriated.

(d) For the purpose of allotments under subsection (a), there is appropriated, out of any money in the Treasury not otherwise appropriated, an additional $50,000,000 for each of the fiscal years 1998 through 2002. The appropriation under the preceding sentence for a fiscal year is made on October 1 of the fiscal year.

- .L.104-193WELFARE REFORM ACT – SERVICES PROVIDED BY CHARITABLE, RELIGIOUS, OR PRIVATE ORGANIZATIONS

Sec. 104 SERVICES PROVIDED BY CHARITABLE, RELIGIOUS, OR PRIVATE

ORGANIZATIONS

(a) IN GENERAL –

(1) STATE OPTIONS—A State may –

(A) administer and provide services under the programs described in subparagraph (A) and (B)(i) of paragraph (2) through contracts with charitable, religious, or private organizations; and

(B) provide beneficiaries of assistance under the programs described in subparagraphs (A) and (B)(ii) of paragraph (2) with certificates, vouchers, or other forms of disbursement which are redeemable with such organizations.

(2) PROGRAMS DESCRIBED—The programs described in this paragraph are the following programs:

(A) A State program funded under part A of title IV of the Social Security Act (as amended by section 103(a) of this Act).

(B) Any other program established or modified under title I or II of this Act, that—

(i) permits contracts with organizations; or

(ii) permits certificates, vouchers, or other forms of disbursement to be provided to beneficiaries, as a means of providing assistance.

(b) RELIGIOUS ORGANIZATIONS—The purpose of this section is to allow States to contract with religious organizations, or to allow religious organizations to accept certificates, vouchers, or other forms of disbursement under any program described in subsection (a)(2), on the same basis as any other nongovernmental provider without impairing the religious character of such organizations, and without diminishing the religious freedom of beneficiaries of assistance funded under such program.

(c) NONDISCRIMINATION AGAINST RELIGIOUS ORGANIZATIONS—In the event a State exercises its authority under subsection (a), religious organizations are eligible, on the same basis as any other private organization, as contractors to provide assistance, or to accept certificates, vouchers, or other forms of disbursement, under any program described in subsection (a)(2) so long as the programs are implemented consistent with the Establishment Clause of the United States Constitution. Except as provided in subsection (k), neither the Federal Government nor a State receiving funds under such programs shall discriminate against an organization which is or applies to be a contractor to provide assistance, or which accepts certificates, vouchers, or other forms of disbursement, on the basis that the organization has a religious character.

(d) RELIGIOUS CHARACTER AND FREEDOM—

(1) RELIGIOUS ORGANIZATIONS—A religious organization with a contract described in subsection (a)(1)(A), or which accepts certificates, vouchers, or other forms of disbursement under subsection (a)(1)(B), shall retain its independence from Federal, State, and local governments, including such organization's control over the definition, development, practice, and expression of its religious beliefs.

(2) ADDITIONAL SAFEGUARDS—Neither the Federal Government nor a State shall require a religious organization to—

(A) Alter its form of internal governance; or

(B) Remove religious art, icons, scripture, or other symbols; in order to be eligible to contract to provide assistance, or to accept certificates, vouchers, or other forms of disbursement, funded under a program described in subsection (a)(2).

(e) RIGHTS OF BENEFICIARIES OF ASSISTANCE—

(1) IN GENERAL—If an individual described in paragraph (2) has an objection to the religious character of the organization or institution from which the individual receives, or would receive, assistance funded under any program described in subsection (a)(2), the State in which the individual resides shall provide such individual (if otherwise eligible for such assistance) within a reasonable period of time after the date of…that is accessible to the individual and the value of which is not less than the value of the assistance which the individual would have received from such organization.

(2) INDIVIDUAL DESCRIBED—An individual described in this paragraph is an individual who receives, applies for, or requests to apply for, assistance under a program described in subsection (a)(2).

(f) EMPLOYMENT PRACTICES—A religious organization's exemption provided under section 702 of the Civil Rights Act of 1964 (42 U.S.C.2000e-1a) regarding employment practices shall not be affected by its participation in, or receipt of funds from, programs described in subsection (a)(2).

(g) NONDISCRIMINATION AGAINST BENEFICIARIES—Except as otherwise provided in law, a religious organization shall not discriminate against an individual in regard to rendering assistance funded under any program described in subsection (a)(2) on the basis of religion, a religious belief, or refusal to actively participate in a religious practice.

(h) FISCAL ACCOUNTABILITY—

(1) IN GENERAL—Except as provided in paragraph (2), any religious organization contracting to provide assistant funded under any program described in subsection (a)(2) shall be subject to the same regulations as other contractors to account in accord with generally accepted auditing principles for the use of such funds provided under such programs.

(2) LIMITED AUDIT—If such organization segregates Federal funds provided under such programs into separate accounts, then only the financial assistance provided with such funds shall be subject to audit.

(i) COMPLIANCE—Any party which seeks to enforce its rights under this section may assert a civil action for injunctive relief exclusively in an appropriate State court against the entity or agency that allegedly commits such violation.

(j) LIMITATIONS OF USE OF FUNDS FOR CERTAIN PURPOSES—No funds provided directly to institutions or organizations to provide services and administer programs under subsection (a)(1)(A) shall be expended for sectarian worship, instruction, or proselytization.

(k) PREEMPTION—Nothing in this section shall be construed to preempt any provision of a State constitution or State statute that prohibits or restricts the expenditure of State funds in or by religious organizations.

- Article I Section 4 of the Indiana Constitution provides that: "No preference shall be given, by law, to any creed, religious society, or mode of worship; and no person shall be compelled to attend, erect, or support any place of worship, or to maintain any ministry against his consent".

- Article I Section 6 of the Indiana Constitution provides that: "No money shall be drawn from the treasury, for the benefit of any religious or theological institution."

- I.C.20-8.1-7-21 AIDS INFORMATION; CONTENTS; CONSENT TO DISTRIBUTION

Sec.21. (a) The state board of education shall provide information stressing the moral aspects of abstinence from sexual activity in any literature that it distributes to schoolchildren and young adults concerning available methods for the prevention of acquired immune deficiency syndrome (AIDS). Such literature must state that the best way to avoid AIDS is for young people to refrain from sexual activity until they are ready as adults to establish, in the context of marriage, a mutually faithful monogamous relationship.

(b) The state board of education may not distribute AIDS literature described in subsection (a) to schoolchildren without the consent of the governing body of the school corporation the schoolchildren attend. As added by P.L.197-1987, Sec.2.

- I.C.20-10.1-4-10 AIDS INSTRUCTION

Sec.10. (a) Each school corporation shall include in its curriculum instruction concerning the disease known as acquired immune deficiency syndrome (AIDS) and shall integrate this effort to the extent possible with instruction on other dangerous communicable diseases.

(b) A school corporation shall consider the recommendations of the AIDS advisory council (as established in IC 20-8.1-11) concerning community standards on the content of the instruction, the manner in which the information is presented, and the grades in which it is taught.

(c) Literature that is distributed to school children and young adults under this section must include information required by IC 20-8.1-7-21.

(d) The department, in consultation with the state department of health, shall develop AIDS educational materials. The department shall make the materials developed under this section available to school corporations. As added by P.L.123-1988, Sec.21. Amended by P.L.2-1992, Sec.725.

- I.C.20-10.1-4-11 SEX EDUCATION TO EMPHASIZE ABSTINENCE AND MONOGAMY

Sec.11. Throughout instruction on human sexuality or sexually transmitted diseases, an accredited school shall:

(1) teach abstinence from sexual activity outside of marriage as the expected standard for all school age children;
(2) include that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems; and
(3) include that the best way to avoid sexually transmitted diseases and other associated health problems is to establish a mutually faithful monogamous relationship in the context of marriage. As added by P.L.134-1988, Sec. 3.4

APPENDIX B

Federal RESPECT Grantees	**State** RESPECT Grantees
Sexual abstinence until marriage	Sexual abstinence throughout the adolescent years
NO instruction re: Family planning Contraceptive methods Disease risk-reduction methods	**May (local decision) include instruction re:** Family planning Contraceptive methods Disease risk-reduction methods
NO medical services	**NO** medical services
NO medical supplies	**NO** medical supplies
NO promotion of religion/religious instruction	**NO** promotion of religion/religious instruction
MUST incorporate each element of the A-H definition of abstinence education; each element of A-H should be meaningfully represented in all grantee's federally funded abstinence education programs and curricula. Programs and curricula may not be inconsistent with any aspect of the abstinence education definition (as outlined on pages 4-5 of the Indiana RESPECT Grant Application Packet).	

APPENDIX C

Glossary of Terms

Control Group – a group of adolescents similar to your program participants in age, education, and background, but that do not participate in your program.

Indiana RESPECT – Indiana Reduces Early Sex and Pregnancy by Educating Children and Teens

Matching Funds – at least 75% of the award for federal grantees and 30% of the award for state grantees; the dollars a project assigns to support the State or Federal RESPECT funded service

In-Kind Contribution – those non-cash items provided to your agency for free, which have a monetary value, that your agency is offering as match. Examples:

- An outside entity will provide space for your program activities at no cost to your agency. Calculate the value of the space the same way you would calculate space paid for by your agency as cash match.
- Volunteers will provide services for your program participants at no cost to your agency. Calculate and document volunteer hours the same way you would if these were employees.
- An outside entity will provide printed materials to be used for educational purposes. Calculate the expense of these materials the same way you would calculate the expense of printing or purchasing them with project funds.

In-Kind Contributions may only be considered match with ISDH approval.

Program Expenses – any expense included in the budget that the RESPECT project proposes to be funded by Indiana RESPECT funds or matching dollars (includes staff, supplies, space costs, etc.)

APPENDIX D

Human Subjects

The Department of Health and Human Services (DHHS) regulations for the protection of human subjects provide a systematic means, based on established internationally recognized ethical principles, to safeguard the rights and welfare of individuals who participated as subjects in research activities supported or conducted by the DHHS. The regulations require that applicant organizations establish and maintain appropriate policies and procedures for the protection of human subjects. These regulations, 45 CFR 46, Protection of Human Subjects, are available from the Office for Protection from Research Risks, National Institutes of Health, Bethesda, MD 20892.

The regulations stipulate that an applicant organization, whether domestic or foreign, bears responsibility for safeguarding the rights and welfare of human subjects in DHHS-supported research activities. The regulations define "human subject" as a "living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable private information." The regulations extend to the use of human organs, tissues, and body fluids from individually identifiable human subjects as well as to graphic, written, or recorded information derived from individually identifiable human subjects. The use of autopsy materials is governed by applicable state and local law and is not directly regulated by 45 CFR 46.

An applicant organization proposing to conduct non-exempt research involving human subjects must file an Assurance of Compliance with the Office for Protection from Research Risks (OPRR). As part of this Assurance, which commits the applicant organization to comply with the DHHS regulations, the applicant organization must appoint an institutional review board (IRB), which is required to review and approve all non-exempt research activities involving human subjects.

Exempt from coverage by the regulations are activities in which the only involvement of human subjects will be in one or more of the following six categories:

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), if information taken from these sources recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subject.

3. Research involving survey or interview procedures, except where all of the following conditions exist: (i) responses are recorded in such a manner that the human subjects can be identified, directly or through identifiers linked to the subjects; (ii) the subject's responses, if they became known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; and (iii) the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol. All research involving survey or interview procedures is exempt, without exception, when the respondents are elected or appointed public officials or candidates for public office.

4. Research involving the observations (including observation by participants) of public behavior, except where all of the following conditions exist: (i) observations are recorded in such a manner that the human subjects can be identified, directly or through the identifiers linked to the subjects; (ii) the observations recorded by the individual, if they became known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; and (iii) the research deals with sensitive aspects of the subject's own behavior such as illegal conduct, drug use, sexual behavior, or use of alcohol.

5. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

6. Unless specifically required by statue, research and demonstration projects which are conducted by or subject to the approval of the DHHS, and which are designed to study, evaluate, or otherwise examine: (i) programs under the Social Security Act, or other public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs. However, if following review of proposed research activities that are exempt from these regulations under this paragraph, the Secretary of the DHHS determines that a research or demonstration project presents a danger to the physical, mental, or emotional well-being of a participant or subject of the researcher demonstration project, then Federal funds may not be expended for such a project without the written informed consent of each participant or subject.

APPENDIX E

Instructions for Form A: Unduplicated Count of Clients Served

Purpose of the Form

The purpose of Form A is to track and report the unduplicated number of clients served for each program year. Each client is counted only once.

General Instructions

Complete each cell in Form A for an unduplicated number of clients served in all programs funded by Indiana RESPECT except for media campaigns.

In determining the age of a client, use the age of the client at the first point of contact during the program year.

If your program has served youth that are younger than 12 during the report period, include that data under the column "Other."

If you are helping young adults in making decisions related to abstinence, and the young adults happen to be young parents, record these clients under their ages. The column for tracking services to parents (P) should be reserved for recording those efforts aimed at helping parents talk with their children about their children's sexual choices.

If your program is implementing a media campaign, report such activities, and the numbers served, in the narrative of your program progress report.

Where the form asks for an Unduplicated Count of All Others Served, this count includes the column totals for "P" (parents) and "O" (others).

Please include the number of pregnant (number of self-identified pregnant teens 19 and under provided education or counseling in a distinct program provided for pregnant and/or parenting adolescents) and parenting (number of self-identified parenting teens 19 and under provided education or counseling in a distinct program provided for pregnant and/or parenting adolescents) teens that you serve during your programming where indicated on the form.

Reporting Form Narrative

Submit with forms A-D one narrative that describes any elements that need to be explained. For example, the narrative may describe:

- clients served through media activities;
- groups that have been combined under "Other" on Form A; or
- hours of service received by clients outside the age ranges of 12-18 or 19-29.

Organize the narrative in the order of Form A through Form D, and use headings to clearly identify which form the narrative is describing.

Form A: Unduplicated Count of Clients Served

Indiana RESPECT Grant Contract Number:

Grantee Organization Name:

Program Director/Coordinator:

Contact information (phone and email) if questions regarding reporting form:

Date Submitted:

Reporting Period: (Check One) October 2006-March 2007 [ ] April 2007-September 2007 [ ]

SAMPLE

Indicate below the number of all clients served by gender, ethnicity, and age.

Ethnicity & Gender	**Age of Clients Served**																				
	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	P*	O*	T*
FEMALES																					
Black																					
Hispanic																					
Native American																					
Non-Hispanic White																					
Others																					
MALES																					
Black																					
Hispanic																					
Native American																					
Non-Hispanic White																					
Others																					
TOTAL																					

P*= Parents

O*= Other recipients of services or training such as teachers, members of community groups, mentors, youth or other ages, etc.

T*= Total for row

Unduplicated Count of Clients Served Ages 12-18: Number of Pregnant Teens <19 years of age:

Unduplicated Count of Clients Served Ages 19-29: Number of Parenting Teens <19 years of age:

Instructions for Form B: Hours of Service Received by Clients

Purpose of the Form

The purpose of Form B is to track and report the total number of "program hours" that clients ages 12-29 have received during the report period.

For example, a grantee may provide 1,000 ninth grade students with a 20-hour curriculum program while also providing 5,000 other youth with a one-hour event. Form B allows the grantee to report these numbers in greater detail, rather than averaging the program hours together. Averaged together, the result would show that 6,000 youth received an average of 4 hours of service, which would not clearly represent the nature of the programs. A more detailed report of the example is captured in the sample table rows below.

Number of Program Hours Received	By 12-18 year olds	By 19-29 year olds
1	5,000	
20	1,000	
Total 12-18	**6,000**	

General Instructions

Indicate the number of clients, by age group, who received the total number of "program hours." Only fill in the rows that apply to your program.

A "program hour" is a one hour session, and all sessions should be rounded up or down by the half hour. A session that lasts from 31 to 90 minutes should be counted as one program hour. A three hour event should be counted as three program hours. For example, if 450 youth each attended every session of a course comprised of 5 program hours, and received no other services during the reporting period, it should be recorded that 450 youth received 5 program hours.

For clients that receive services from multiple programs, program staff must add the hours received together so that only one number of program hours received will be recorded for each client served. For example, if a student participated in 17 hours of a 20-hour curriculum program and also participated in a one-hour event, the total number of program hours for that student would be 18.

For clients that received more than 50 program hours, use the last nine rows to indicate the number of program hours received. Do not include any media campaign activities on this form. Rather, report such activities, and the numbers served, in the narrative of your program progress report.

The total number of clients served in each of the two age group columns should be equal to the unduplicated count of clients served for those age groups given at the top of this form and Form A.

Reporting Form Narrative

Submit with forms A-D one narrative that describes any elements that need to be explained. For example, the narrative may describe:

- clients served through media activities; or
- hours of service received by clients outside the age ranges of 12-18 or 19-29.

Organize the narrative in the order of Form A through Form D, and use headings to clearly identify which form the narrative is describing.

Form B: Hours of Service Received by Clients

Indiana RESPECT Grant Contract Number:

Grantee Organization Name:

Program Director/Coordinator:

Contact information (phone and email) if questions regarding reporting form:

Date Submitted:

Reporting Period: (Check One) October 2006-March 2007 [ ] April 2007-September 2007 [ ]

A	B	C	A	B	C	A	B	C
Number of Program Hours Received	**12-18 years old**	**19-29 years old**	**Number of Program Hours Received**	**12-18 years old**	**19-29 years old**	**Number of Program Hours Received**	**12-18 years old**	**19-29 years old**
1			21			41		
2			22			42		
3			23			43		
4			24			44		
5			25			45		
6			26			46		
7			27			47		
8			28			48		
9			29			49		
10			30			50		
11			31					
12			32					
13			33					
14			34					
15			35					
16			36					
17			37					
18			38					
19			39			Total 12-18:		
20			40			Total 19-29:		

SAMPLE

Unduplicated Count of Clients Served Ages 12-18:

Unduplicated Count of Clients Served Ages 19-29:

Instructions for Form C: Program Completion Data

Purpose of the Form

The purpose of Form C is to track and report the number of all clients that complete the various types of program(s) offered.

General Instructions

In the first column, list the types of programs offered by the grantee during the program year. A grantee may have several programs such as separate programs for middle school and high school students, events, or training programs, etc. Data should be recorded for each type of program with a distinct number of program hours. For example, if a program offers two after-school curriculum programs with one totaling 12 hours and the second totaling 24 hours, these should be recorded separately. However, if a grantee offers three after-school programs that all provide 15 hours of programming, the data for these should be added together and recorded in one row.

Grantees and sub-grantees should use the following names of program types in column one:

- In-class abstinence curriculum
- After school abstinence curriculum
- Parent education
- Training for abstinence educators
- Mentoring (one-on-one)
- Conference, retreat
- Rally, assembly
- Additional programs (youth presenters, drama, etc.)

For additional programs, name the type of program in column A, and describe it in the narrative.

In the second column, list the total number of program hours that are provided by each program type. A "program hour" is a one hour session, and all sessions should be rounded up or down by the half hour. A session that lasts from 31 to 90 minutes should be counted as one program hour, while 91 to 120 minutes should be counted as two, and so on.

In the third, fourth, and fifth columns, list the number of clients that completed at least 75% of the program above the total number of clients served for each of the age ranges indicated.

The total number of clients served by all programs, if they were to be added together, may be greater than the unduplicated count of all clients, as reported on Form A, if clients participated in more than one program.

Reporting Form Narrative

Submit with forms A-D one narrative that describes any elements that need to be explained. For example, the narrative may describe:

- clients served through media activities;
- groups that have been combined under "Other" on Form A; or
- hours of service received by clients outside the age ranges of 12-18 or 19-29.

Organize the narrative in the order of Form A through Form D, and use headings to clearly identify which form the narrative is describing.

Form C: Program Completion Data

Indiana RESPECT Grant Contract Number:

Grantee Organization Name:

Program Director/Coordinator:

Contact information (phone and email) if questions regarding reporting form:

Date Submitted:

Reporting Period: (Check One) October 2006-March 2007 [ ] April 2007-September 2007 [ ]

		Number of Clients that complete at least 75% of the program		
Type of Program	**Number of Program Hours Provided**	**Number of Clients Served**		
		12-18	**19-29**	**Other**

SAMPLE

Instructions for Form D: Communities Served

Purpose of the Form

The purpose of Form D is to track and report geographical areas in which the grantee has provided services.

General Instructions

Record the geographical areas in which all programs were provided during the budget year by state, county, and city/town. A separate row should be used for each county in which services were provided.

Grantees need not report the communities in which the clients reside.

Reporting Form Narrative

Submit with forms A-D one narrative that describes any elements that need to be explained. For example, the narrative may describe:

- clients served through media activities;
- groups that have been combined under "Other" on Form A; or
- hours of service received by clients outside the age ranges of 12-18 or 19-29.

Organize the narrative in the order of Form A through Form D, and use headings to clearly identify which form the narrative is describing.

Indiana RESPECT Reporting Forms FY07

Form D: Communities Served

Indiana RESPECT Grant Contract Number:

Grantee Organization Name:

Program Director/Coordinator:

Contact information (phone and email) if questions regarding reporting form:

Date Submitted:

Reporting Period: (Check One) October 2006-March 2007 [ ] April 2007-September 2007 [ ]

State	County	City/Town

SAMPLE

FY 2008 WORK PLAN

Reporting Period: [ ] July -December 2007 [ ] January - June 2008

Program Title:

Healthy People 2010 Objectives addressed: [ ] 7.2 [ ] 9.7 [ ] 9.8 [ ] 9.9 [ ] 9.11

Process Objective: (One process objective per sheet; duplicate as needed.)

Estimated unduplicated count of clients to be served by this process objective:
Ages 12-18: _____
Ages 19-29: _____
Parents and Professionals: _____

Tasks	**Staff**	**Months**												Anticipated Completion Date	Completion Date
		1	2	3	4	5	6	7	8	9	10	11	12		
1.															
2.															
3.															
4.															
5.															
6.															

Method to evaluate process objective:

SAMPLE

A-H COMPLIANCE	This form to be completed by **FEDERAL grantees ONLY**.
	Describe how the activities of your program meaningfully address each element of A-H compliance listed below. Please include any samples of materials, lesson plans, etc.
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 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
H.	Teaches the importance of attaining self-sufficiency before engaging in sexual activity

SAMPLE

APPENDIX F

Indiana State Department of Health
Maternal and Child Health Services

Grant Application Scoring Tool

FY 2008 and FY 2009 Indiana RESPECT Application Review Score: _____ / 100 points

Applicant Agency: _____

Project Title: _____

Reviewer: _____

Date of Review: _____

Form 1, *Applicant Information*, should be completed for each application submitted. Instructions for information required for each item on this form are detailed on the reverse side of the form. Form 1 is worth 2 points. All fields of the form must be completed in order to receive a score of 2. If fields of the form are left blank, the form is incomplete and should be scored as a 0.

Points awarded: _____/2 points possible
Comments:

Program Overview Narrative
This narrative will provide the reviewer with a brief and clear overview of the proposed program. The Program Overview Narrative is worth 11 points. Each item below is provided a point value. This summary must include the following information:

- _____/ 1 point possible: Narrative is within the two page limit
- _____/ 2 points possible: Identify the problem(s) to be addressed by the program as it relates to adolescent pregnancy prevention
- _____/ 2 points possible: Identify the target population(s) (age, gender, race/ethnicity),including the county(ies) to be served by the program
- _____/ 2 points possible: Provide an overview of the proposed program and how it will be implemented as well as a rationale for choosing the program
- _____/ 2 points possible: State the program's objectives
- _____/ 2 points possible: Identify and detail the program's methods for data collection, data reporting, and measurement of the process objectives

Points awarded: _____/ 11 points possible
Comments:

Table of Contents
The Table of Contents is worth 2 points. If the table of content is present and includes each of the following items, it should be scored a 2. If any one section is missing, it should be scored as incomplete, and receive a 0. If all sections are listed, but out of order, then award a score of 1.

- Form 1: Applicant Information
- Form 1b: Statement of Federal Compliance (Federal applicants only)
- Program Overview Narrative
- Table of Contents
- Section 1: Applicant Agency Narrative
- Form 2: Activities and Strategies
- Section 2: Statement of Need Narrative
- Section 3: Chosen Program Curriculum/Intervention
- Form 3: Healthy People 2010 National Health Objectives
- Section 4: Scope of Work Narrative
- Form 4: FY 2008 Work Plan
- Form 5: FY 2009 Work Plan
- Form 6: Key Program Staff
- Section 7: FY 2008 Budget Narrative and FY 2009 Budget Narrative
- Form 7: FY 2008 Budget Summary
- Form 8: FY 2009 Budget Summary
- Section 8: Endorsements

Points awarded: _____/ 2 points possible
Comments:

Section 1: Applicant Agency Narrative
Section 1 is worth 9 points. Each item below is given a point value. The description of the applicant agency could include:

- _____/ 1 point possible: Narrative is within the one page limit
- _____/ 1 point possible: Rationale statement for use of named program curriculum/intervention
- _____/ 2 points possible: Mission statement/statement of purpose of the agency
- _____/ 2 points possible: A brief history of how the agency serves adolescents and youth
- _____/ 2 points possible: Describe how the project will be implemented within the structure of the applicant agency
- _____/ 2 points possible: Explain how the project will be implemented within priorities of the local community

Points awarded: _____/ 10 points possible
Comments:

Form 2: Activities and Strategies
On **Form 2**, *Activities and Strategies*, indicate which of the following prevention strategies the proposed program will employ with Indiana RESPECT funds. Please check all activities and strategies that apply. Please do not substitute another format. Form 2 is worth 1 point. If the form is completed, award 1 point. If the form is missing or left blank, 0 points will be awarded.

Points awarded: _____/ 1 point possible
Comments:

Section 2: Statement of Need Narrative

Describe the specific problem(s) related to adolescent pregnancy prevention and/or sexual abstinence education to be addressed by the proposed program. This section represents the reasoning behind the proposal and should be supported by local (community) evidence such as statistical data (e.g. pregnancy rates, birth rates, etc.), surveys of community leaders, and youth. Describe the problem in terms of the target audience and include such information as gender, age, race/ethnicity, geographic region, high-risk health behaviors, education, income, and family structure.

Provide examples of how other programs or organizations in your community are currently working to address this same issue and any partnerships you may currently have with these programs or organizations.

Explain the involvement the target audience(s) of your proposed program has in the design, development, implementation, and assessment of the proposed program.

Section 2 is worth 12 points. Each item on the checklist below has been given a point value.

- _____/ 1 point possible: Narrative is within the two page limit
- _____/ 2 points possible: The problem to be addressed by the program is clearly defined
- _____/ 3 points possible: Local community data is presented is logically presented
- _____/ 2 points possible: The target audience is clearly delineated
- _____/ 2 points possible: Other programs or organizations addressing the problem are noted
- _____/ 2 points possible: Provide an explanation of how the target audience(s) assisted in the development, implementation, and assessment of the proposed program

Points awarded: _____/ 12 points possible

Comments:

Form 3: Healthy People 2020 National Health Objectives (1 point)
On **Form 3**, check the *Healthy People 2010 National Health Objective(s)* that the program will work to address. Please do not substitute another format. Form 3 is worth 1 point. Award 1 point if the form is completed; award 0 points if the form is missing or not complete.

Points awarded: _____/ 1 point possible
Comments:

Section 3: Chosen Program Curriculum/Intervention (2 page maximum)

This section will provide more detail into the type of program curriculum/intervention you will implement. Describe which program curriculum/intervention you intend to use. Please address each of the following as they relate to your chosen program curriculum/intervention:

- Provide a summary or outline of what the program curriculum/intervention entails.
- Why did you choose the above named program curriculum/intervention?
- Did you modify this program curriculum/intervention in any way to meet the requirements for Indiana RESPECT funding (either Federal or State)? If so, please describe in what ways you modified the program curriculum/intervention.
- Describe how this program curriculum/intervention meets any or all of the following promising program criteria:
    - Address the needs and assets of youth in your community;
    - Are consistent with community values and resources;
    - Focus on behaviors (e.g. delayed sexual onset) leading to Healthy People 2010 objectives; and
    - Identify and address risk and protective factors that influence sexual behavior.

Samples of program curriculum/intervention materials and/or lesson plans should be included in an appendix. It is not necessary to include all materials and lessons of the program curriculum/intervention, but choose those that provide an overall representation of what type of sexual abstinence and/or pregnancy prevention information you will be implementing.

- _____/ 1 point possible: Narrative is within two page limit
- _____/ 3 points possible: Summary or outline of what the program curriculum/intervention
- _____/ 3 points possible: Explanation of why they chosen a certain program curriculum/intervention
- _____/ 2 points possible: Description of how the program curriculum/intervention was modified in order to be in compliance with funding and selection criteria for Indiana RESPECT
- _____/ 4 points possible: Explanation of how the program curriculum/intervention meets any or all of the promising program criteria

Points awarded: _____/ 13 points possible
Comments:

Section 4: Scope of Work Narrative (and Forms 4 and 5)
Section 3 (including Forms 4 and 5) is worth 20 points. Point values are assigned to items outlined below in the checklist.

For ***each*** process objective of the proposed program:

- Describe the activities that will occur in order to support the attainment of the program goal(s);
- Explain how these activities will be implemented (e.g. classroom curriculum, youth mentoring, small group, etc); and
- Describe how the activities and process objectives will be evaluated. Include a copy of the evaluation tool(s) to be employed.

Form 4, *FY 2008 Work Plan*, and **Form 5**, *FY 2009 Work Plan*, illustrate the timeline for each task or activity associated with the program's process objectives. Form 4 should be used for the first 12 month budget period. Form 5 should be used for the second 12 month budget period. Budget periods can be found on page 5. Note: Only one process objective per page; duplicate as needed. Please do not substitute another format.

- For each process objective, the following information is provided:
  - Describe the activities that will occur in order to support the attainment of the program goal(s); _____/ 3 points possible
  - How these activities will be implemented (e.g. classroom curriculum, youth mentoring, small group, etc); and _____/ 2 points possible
  - How the activities and process objectives will be evaluated. _____/3 points possible
- _____/ 5 points possible: Form 4, FY 2008 Work Plan, has all fields completed
- _____/ 5 points possible: Form 5, FY 2009 Work Plan, has all fields completed
- _____/ 2 points possible: Process objectives are consistent with the type of funding being requested (either Federal or State)

Points awarded: _____/ 20 points possible
Comments:

Section 6: Key Personnel (Form 6)

Form 6, *Key Program Staff*, will capture relevant education, training, and work experience of key program staff including the program director, coordinator, and anyone who has a direct link to the development, implementation, and evaluation of the program.. Form 6 should be completed for *each* staff person; this form may be duplicated as necessary. A curriculum vitae/resume may be submitted for each staff, but cannot be submitted in place of Form 6. Please do not substitute another format.

- _____/ 5 points possible: Form 7 has all fields completed for each staff

Points awarded: _____/ 5 points possible
Comments:

Section 7: Budget Narratives and Budget Summaries (Forms 7 and 8)

Section 6 (including Forms 7 and 8) is worth 20 points. Each item below is given a point value. If the form(s) is missing, award 0 points.

The budget narratives must include a justification for *each* line item (lines one through seven on Forms 7 and 8). Each narrative statement should describe the specific item, how the specific item relates to the program, and how the amount shown in the budget was derived.

Form 7, *FY 2008 Budget Summary*, is to be used for the first 12-month budget period. **Form 8**, *FY 2009 Budget Summary*, should be used for the second 12-month budget period. Budget periods can be found on page 7 of the Indiana RESPECT Application Packet. Please do not substitute a different format.

- _____/ 3 points possible: Form 8 is completed and all columns add up correctly and do not amount to more than $30,000
- _____/ 3 points possible: Form 9 is completed and all columns add up correctly and do not amount to more than $30,000
- _____/ 7 points possible: FY 2008 Budget Narrative clearly describes how each specific item listed in the budget relates to the implementation of the proposed program.
- _____/ 7 points possible: FY 2009 Budget Narrative clearly describes how each specific item listed in the budget relates to the implementation of the proposed program.

Points awarded: _____/ 20 points possible
Comments:

Section 8: Endorsements
Section 7 is worth 3 points. Each letter of endorsement and/or collaboration is worth 1 point.

Provide a minimum of three (3) current letters of collaboration describing the collaborations that will occur between the program and other community organizations to implement the proposed program (e.g. schools, hospitals, youth serving organizations, churches).

- _____/3 points possible: Three letters of collaboration are included

Points awarded: _____/3 points possible
Comments: