

## Indiana Department of Health – Maternal and Child Health Sexual Risk Avoidance Education Guidance

### Project Description

The purpose of this request for applications (RFA) is to fund competitive grants for nonprofit organizations, local health departments, and health education entities within Indiana for the implementation of evidence-based pregnancy prevention programming. Projects start Oct. 1, 2024 and end Sept. 30, 2026, contingent upon availability of federal funding. Programs should exclusively implement sexual risk avoidance education curricula to provide messaging to youth that normalizes voluntarily refraining from non-marital sexual activity while emphasizing the benefits associated with self-regulation, success sequencing, healthy relationships, and goal setting using a positive youth development framework. Applicants may also apply to implement the Teen Café Model in addition to an evidence-based curriculum. This funding is made available by the Family and Youth Services Bureau and the Indiana Department of Health, Maternal and Child Health Division (MCH).

### Background and Summary of Funding

Title V Sexual Risk Avoidance Education funds are intended to provide teen pregnancy prevention programs for youth ages 10–19 that emphasize how to voluntarily refrain from non-marital sexual activity, and, where appropriate, provide mentoring, counseling, and adult supervision.

Intentional focus should be considered on groups which are most at-risk, such as youth in or aging out of foster care, youth in the care of the child welfare system, idle youth (those who are not currently working or in school), school dropouts, youth living in poverty, youth in juvenile centers, youth who are a part of traditionally underserved racial or ethnic groups, LGBTQIA+ youth, and runaway or homeless youth.

All recipients receiving this funding must incorporate and utilize a curriculum with a positive youth development framework and recipients have the option to request that some funding be used to implement Teen Cafés alongside their curricula. Teen Cafés utilize a peer-to-peer support group approach for teens to have conversations about health and wellbeing. Expenses related to the Teen Café Model must be included in the budget attached to this application.

Applicants should thoroughly describe the scope of the proposed project and justify the budget request for each category of allowable services for which they are applying. Grant awards will be contingent upon federal funding and competitiveness of applications with an anticipated start date of Oct. 1, 2024.

Applicants should request funding for two fiscal years in their grant application submission. MCH is focused on building systems of care. Rather than funding isolated programs and services, MCH will give preference to providing funds for organizations that collaborate and build integrated systems.

## Submission Instructions

To be considered for funding, applications must be received by IDOH no later than **6 p.m. EST Friday, August 9**. Applicants are **required** to submit applications electronically. No paper applications will be accepted. Submit applications to [idohmch@health.in.gov](mailto:idohmch@health.in.gov).

The funding opportunity webinar will be held 1-2:00 p.m. EST Thursday, July 25. Meeting details are included in the application.

## Eligibility and Requirements

Applicant organization must:

- Be a non-profit organization (as defined by IRS tax determination), health department, hospital, school, or other health care-related entity
- Address all required priority areas (see below)
- Implement an evidence-based or promising-practice program
- Collaborate with traditional and nontraditional agencies or organizations
- Comply with contractual and financial requirements as listed in the budget instructions

## Priority Areas

Applicants will be required to:

- Provide an evidence-based or promising practice pregnancy prevention curricula program and, where appropriate, provide mentoring, counseling, and adult supervision to youth that encourages them to voluntarily refrain from sexual activity through a positive youth development approach
- Provide youth with skills needed to actively avoid risky behaviors and explain how alcohol and drug use increases vulnerability to risk
- Teach young people the definition of "consent" and "active consent" while emphasizing the importance of respect for others and that only "yes" means "yes"
- Teach the importance of attaining self-sufficiency before engaging in sexual activity

## Priority Programs

Funding will be used to implement and/or expand evidence-based or promising practice teen pregnancy prevention programs that emphasize sexual risk avoidance with a positive youth development approach. The IDOH MCH Division requires all programming, whether evidence-based or promising practice, to do the following:

- Be based on sound theoretical frameworks (e.g. social cognitive theory, theory of reasoned action, theory of planned behavior, etc.)
- Contain intense, high-dosage programming (at least 10 hours) implemented over a long period of time



- Foster peer support of decisions to delay sexual activity
- Select educators with experience (whenever possible), train them, and provide monitoring, supervision, and support

**It is important to note that your chosen curricula must be based on a trauma-informed and adolescent-centered approach.**

### **Priority Enrollment**

Priority should be given to serve eligible clients who are:

- Youth in or aging out of foster care
- LGBTQIA+ youth
- Youth aged 10-19 years old
- Youth in the care of the child welfare system or in school
- Youth who have dropped out or left school
- Youth in juvenile centers
- Youth living in poverty or low-income households
- Youth who are a part of traditionally underserved racial or ethnic groups
- Runaway and homeless youth

### **Priority Measurements and Expected Reporting**

Applicants will be required to report quarterly, biannually, and annually on specific performance criteria outlined in this RFA. Applicants must also participate in a rigorous continuous quality improvement process, performed by the adolescent health administrator.

Applicants will be required to track and report on the following objective efficiency measures every three months:

- Unduplicated number of service recipients served for each program year
- Total number of class hours provided to adolescents and/or adults aged 10-19 years
- Total number of all service recipients who complete the program. Data should be recorded for each program.
- Geographical areas in which the applicant has provided services

Applicants will also be required to track progress by collecting required entry and exit surveys and other various data points as required by the federal funder.

### **Other Priority Areas Include**

- Supporting effective implementation and expansion of evidence-based programs with fidelity to the evidence-based model selected



- Supporting the development of statewide abstinence education programs
- Reaching high-risk and hard-to-engage populations
- Supporting a family-centered approach to abstinence education
- Reaching families in rural or frontier areas
- Support fiscal leveraging strategies to enhance program sustainability

Applicants must consider the needs of lesbian, gay, bisexual, transgender, and questioning youth and how their programs will be inclusive of and non-stigmatizing toward such participants. If not already in place, applicants must establish and publicize policies prohibiting harassment based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin. **The submission of an RFA constitutes an assurance that applicants have or will have such policies in place prior to receiving the award.** Applicants should ensure that all youth-serving staff are trained to prevent and respond to harassment or bullying in all forms. Programs serving youths should be prepared to monitor claims, address them seriously, and document their corrective action(s) so that all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

## Trainings

Organizations and staff are required to attend at least one webinar/training session a month that is presented by a technical assistance partner or pre-approved by the IDOH point of contact to continue to receive funding.

## Budget Summary

Applicants must submit the completed budget template as a separate attached Excel spreadsheet. **If your organization plans to implement Teen Cafés, please include those expenses in your budget.** PDF documents and/or any alterations to the budget format will **not** be accepted. Applicants who do not submit a completed budget template as outlined in the instructions will be considered unresponsive and will not be reviewed. Please use the budget justification directions outlined below to calculate the amounts entered on the budget template spreadsheet.

- Enter the sum of the projected expenses for Fiscal Years 2024 and 2025 for each of the budget categories
- This total is to include all known and anticipated costs required to provide the services described in the proposal
- All line items must be supported within budget narrative details on subsequent tabs in the spreadsheet
- Round each line item to the nearest whole dollar

## Projected Number of Individuals Served

Indicate the proposed program(s) for each projection

- Indicate the county and/or catchment area for the projection for each proposed service



- If proposing to provide service in more than one county and/or catchment area, list the projected caseload of client slots and cumulative number of clients served per county and/or catchment area
- The number of individuals served is the highest number of clients that could potentially be enrolled at any given time if the service were operating with a full complement of hired and trained staff

## Personnel and Fringe

Complete for each position that will support the proposed services:

- Indicate the proposed program each position will support
- Indicate the position title for each position supporting the proposed program
- List the name of the employee assigned to each position
  - If an individual employee will support more than one proposed service, list the employee separately for each proposed service supported. For example, if Jane Doe will support Love Notes part-time Teen Outreach Program part-time, she will be listed twice, once for Love Notes and once for Teen Outreach Program
  - If a proposed position is currently vacant, list the name of the employee as "VACANT"
- FTE Equivalent is a standard measurement used for analytical purposes. Please use 2,080 hours/52 weeks a year as the basis to calculate the appropriate FTEs for the identified position.
- Indicate the average number of hours per month for the service that the employee is estimated to be dedicated to the proposed service
- Indicate the total projected salary/wages per month for service personnel calculated on the budget justification worksheet
- Indicate the number of months (one to 12) that the employee is estimated to be dedicated to the proposed service
- Indicate the fringe benefit rate and fringe benefit cost for the employee
- Calculate the total cost for each proposed position
- Calculate the dollar amount requested

After entering details for all positions that will support the proposed services, calculate totals for the total proposed cost and the amount requested in the last row of the spreadsheet tab.

## Full-Time Equivalents by Position

- List each type of proposed position and calculate the number of full-time equivalents by position
- An FTE is a standard measurement used for analytical purposes. Please use 2,080 hours as the basis to calculate the appropriate FTEs for the identified position. Example: Jane Doe and John Smith are both program coordinators for Love Notes. Jane works 1,040 hours per year and John works 2,080. To calculate the total FTE for Love Notes program coordinators, add 1,040 + 2,080 = 3,120. Then divide 3,120 by 2,080 = 1.5 FTE



## Consultants and Contracted Services

Enter all consultant and contracted services that will be purchased by the applicant to provide the proposed programs. Calculate the cost without fringe benefits.

- Indicate the name of the consultant/organization. For each consultant and organization listed in the budget, the applicant must attach a letter of support to the application indicating a current or conditional commitment from the proposed contracted consultant and/or contractor to provide the proposed services.
- Clearly summarize the proposed scope of work and justification for the proposed contracted consultant and/or services
- Justification must include detailed calculations used to determine the total cost
- Calculate the total cost for each proposed consultant/contracted service
- Calculate the dollar amount requested

After entering details for all contracted consultants and/or services that will support the proposed services, calculate totals for the total proposed cost and the amount requested in the last row of the spreadsheet tab

## Supplies

Enter the total projected expenses for consumable supplies and printing as calculated on the budget justification worksheet.

## Training/Education

Enter the total projected staff training/education expenses for this program as calculated on the budget justification worksheet.

## Travel

Enter the total projected staff travel expenses for this program as calculated on the budget justification worksheet. Please budget for one annual all-grantee meeting at IDOH for up to two staff members.

## Rent/Utilities

Enter the total projected expenses for space costs as calculated on the budget justification worksheet and enter the total projected expenses for the rental/lease/prorated share of purchased equipment as calculated on the budget justification worksheet.

## Communications/Technology



Enter the total projected expenses for communication as calculated on the budget justification worksheet.

### **Marketing/Outreach**

Enter the total projected expenses for marketing/outreach as calculated on the budget justification worksheet.

### **Other Program Costs**

Enter the total projected expenses for other specified costs as calculated on the budget justification worksheet.

- Provide a description of other program cost
- Justification must include detailed calculations used to determine the total cost
- Calculate the total cost for each proposed cost
- Calculate the dollar amount requested
- Calculate totals for the total proposed cost and the amount requested

### **Unallowable Costs**

The following may not be claimed as project costs and may not be paid for with grant funds:

1. Construction of buildings or building renovations
2. Depreciation of existing buildings or equipment
3. Contributions, gifts, or donations
4. Entertainment or food
5. Automobile purchase
6. Interest and other financial costs
7. Costs of in-hospital patient care
8. Fines and penalties
9. Fees for health services
10. Accounting expenses for government agencies
11. Bad debts
12. Contingency funds
13. Executive expenses (car rental, car phone, entertainment)
14. Client travel
15. Legislative lobbying

The following may be claimed as project costs and may only be paid for with specific permission from the MCH division director:



1. Equipment
2. Out-of-state travel
3. Dues to societies, organizations, or federations

All equipment costing \$1,000 or more that is purchased with MCH funds shall remain the property of the state and shall not be sold or disposed of without written consent from the state.

## **Points of Contact**

### **Olivia Shaw**

Children's Health Administrator

Maternal and Child Health

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### **Kate Schedel**

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