

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

ABSTINENCE EDUCATION

RFA # 34347-49017

REQUEST FOR APPLICATION

I. Introduction:

Abstinence education programs are one intervention method in a continuum of services that seek to prevent teen pregnancy and are important to the physical and psycho-emotional well-being of today's youth. In addition to teaching the benefits of abstaining from sexual activity until marriage, abstinence education programs focus on developing character traits that prepare youths for future-oriented goals. Abstinence education programs focus on the social, psychological, and health gains to be realized by delaying initiation of sexual activity and engaging in healthy relationships.

The purpose of the Abstinence Education Request for Application (RFA) is to award grant funds to organizations in Tennessee to implement or expand evidence-based and medically accurate abstinence education projects. The funds are intended to target vulnerable youth, ages 10-19, who are at greater risk of contracting sexually transmitted diseases (STD's), engage in premarital sexual activities, and/or are most likely to bear children out-of-wedlock, such as youth in foster care, homeless youth, culturally under-represented youth, and sexual minority youth. Preference for these grant awards will be given to applications whose targeted youth population reside in high risk communities in Tennessee. The State intends to award approximately thirteen (13) grants of no more than \$100,000 each for 12 months, with a term of October 1, 2016 through September 30, 2017. A match of 3:4 will be required for every grant awarded.

II. Eligible Applicants:

Eligible applicants include, but are not limited to:

- government entities,
- special district governments,
- school districts,
- institutions of higher education,
- for-profit or non-profit organizations,
- faith-based groups, or
- small businesses

Applicants must have a prior history of working with youth ages 10 through 19 in schools or in communities and have prior experience with abstinence education programs.

III. Service Description:

Successful applicants will submit projects which include, at a minimum, the following services:

- Providing abstinence education as defined by Section 510(b)(2)(A-H) of the Social Security Act, referenced at

https://www.ssa.gov/OP_Home/ssact/title05/0510.htm to vulnerable youth residing in high risk areas of Tennessee;

- Delivering evidence-based, medically accurate, abstinence education, mentoring, and/or adult supervision services to youth ages 10-19 in their communities;
- Educating youth and creating an environment within communities that supports teens' discussions about postponing sexual activity until marriage;
- Promoting behavioral, social and emotional health through a strength-based, positive youth development (PYD) approach;
- Modeling evidence-based program strategies to help youth build developmental assets and protective factors that lessen the impact of past and future negative experiences;
- Utilizing an abstinence education curriculum and/or program model that addresses the trauma and mental health needs of youth who have experienced maltreatment, abuse, or exposure to violence;
- Providing a minimum of ten (10) hours of service learning activities and community engagement as components of their overall program to foster positive youth development;
- Developing a comprehensive plan for project sustainability after federal funding ends including, at a minimum, strategies that are most effective and/or feasible for sustainability, key project stakeholders, community partnerships and support, required staff training needs, future funding resources and types of alternative support;
- Collecting required data elements, as determined by the State, for semi-annual federal reports.

Applicants receiving grant awards from this RFA cannot offer other education to adolescents regarding sexual conduct in addition to abstinence education as a part of their programs; however, when the applicant is expressly required by law to provide health information or services, adolescents can be provided such health information or services in a different setting than the setting in which the abstinence education is provided.

Applicants receiving grant awards will be expected to participate in meetings and conference calls relating to the implementation of the statewide Abstinence Education program.

IV. APPLICATIONS:

To respond to this Request for Application, you will need to complete both an **Applicant Information Form** and an **Application**. The **Applicant Information Form** will provide the State with information needed to prepare the grant contract. The **Application** will provide all of the requested details about your organization's background and the specifics of your proposed project. The State's team of evaluators will review **Applications** and will award grants on the basis of criteria such as:

- *Adequacy of plan of operation*
- *Proposed target population*
- *Plan for project execution*

- *Past experience with similar projects*
- *Evidence of prior success with similar projects*
- *Experience of key project personnel*
- *Collaboration with relevant partners*
- *Level of projected impact*
- *Proposed expenses and cost effectiveness*

Attachment 2 is the **Grant Budget**. This section will contain information relating to proposed costs, based on a line item budget. Complete the Grant Budget form for your proposed project and submit with your **Applicant Information Form** and your **Application**. The project period is from October 1, 2016 through September 30, 2017. Please consider that the project is a twelve month period when preparing budget line item expenses. Please provide your organization’s match information in the middle column (“Grantee Match”).

Given the limited amount of available funding, priority will be given to applications that have minimal or no indirect costs. Funds will not be permitted for computer/phone/tablet purchases.

Note: Please use the Department of Finance and Administration – Policy 03 Schedule A, (please refer to pages 11-16 of that policy) for your use in determining which expense category an item should be listed in your grant budget. This policy can be found on the internet at the address listed below:

<https://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>

V. Schedule of Events:

The following is the anticipated schedule for awarding grants for Abstinence Education. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		Friday, June 24, 2016
2. Pre-proposal Teleconference	1:00 p.m.	Wednesday, June 29, 2016
3. Written “Questions & Comments” Deadline	3:30 p.m.	Wednesday, July 6, 2016
4. State Response to Written “Questions & Comments”		Monday, July 11, 2016
5. Deadline for Applications	2:00 p.m.	Monday, July 25, 2016
6. Evaluation Notice Released	2:00 p.m.	Monday, August 8, 2016

7. Effective Start Date of Contract		Saturday, October 1, 2016
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Pre-proposal Teleconference:

A Pre-Proposal Teleconference will be held on Wednesday, June 29, 2016 at 1:00 p.m. CST to answer questions concerning the Request for Application for Abstinence Education. The State will entertain questions, however potential proposers must understand the State’s response to any question at the Pre-Proposal Teleconference shall be tentative and non-binding. Potential proposers should submit questions concerning the RFA in writing pursuant to Section II, Questions and Answers below.

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the Teleconference. The Teleconference number is 1-888-757-2790 and the participant passcode is 294913. The presentation will also be available via adobe connect at the following link:

Web link: <http://stateoftennessee.adobeconnect.com/procurement/>

If you cannot participate, please direct any questions you would like addressed by the Written Questions and Comments deadline in the Schedule of Events above to Melissa Painter, Competitive Procurement Coordinator, listed below in Section VI.

Questions and Answers:

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator, shown in Section VI, in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be faxed, emailed, mailed or hand-carried to the Competitive Procurement Coordinator. The State’s responses will be posted as an Amendment to the following website: <http://health.state.tn.us/vendors.htm> and emailed to all who have indicated an interest in applying for an Abstinence Education grant award.

Deadlines stated above are critical. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of Application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch. Actual or electronic “postmarking” of a communication or application to the State by a deadline date shall not substitute for actual receipt of a communication or application by the State.

VI. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than 2:00 p.m. CDT on July 25, 2016:

Web link: <http://tn.gov/health/article/funding-opportunities>

Please contact the Competitive Procurement Coordinator at the address shown below with any issues or concerns with online submission or if you must submit your application by hard copy through regular mail:

Melissa Painter
Competitive Procurement Coordinator
Service Procurement Program
Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840
Email: Melissa.Painter@tn.gov

If Applications are submitted by regular mail, mark the envelope: **Request for Application – Abstinence Education – #34347-49017.**

Checklist for Submission of Applications:

- Applicant Information Form
- Application Form (Expand up to max of 5 pages if needed), signed in blue ink if not uploading
- Project Timeline (max of 2 pages)
- Biosketch(es) for key personnel (Please limit to 2 pages)
- Letters of Commitment from any Participating Partners
- 2-page Budget Form (**Attachment 2**)

VII. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible applications.

- A. The committee shall review applications on the basis of the information requested in the RFA. The committee will recommend to the Commissioner of the Department of Health the applications which are most responsive to the State's needs. The State may request minor revisions to proposals and/or proposal budgets prior to grant awards.
- B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

VIII. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**. If a grant is awarded to a governmental entity established pursuant to Tennessee Code Annotated (such as a human resource agency, a developmental district, the University of Tennessee, or a Board of Regents school), the standard terms and conditions of the grant will be revised accordingly; however, significant performance requirements will not be revised.

It is imperative that each applicant review the entire Sample Grant Contract with their legal counsel prior to submitting an application for an Abstinence Education grant award and notify the State *in advance* if it cannot accept any terms or conditions. The Application for an Abstinence Education grant award asks you to list any terms or conditions that your organization cannot accept. **Requiring exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be entertained.**