



**Administration for Children and Families**

Administration on Children, Youth and Families - Children's Bureau

Community Collaborations to Strengthen and Preserve Families

HHS-2018-ACF-ACYF-CA-1351

Application Due Date: 07/03/2018

Community Collaborations to Strengthen and Preserve Families  
HHS-2018-ACF-ACYF-CA-1351  
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**Department of Health & Human Services  
Administration for Children and Families**

<b>Funding Opportunity Title:</b>	Community Collaborations to Strengthen and Preserve Families
<b>Announcement Type:</b>	Initial
<b>Funding Opportunity Number:</b>	HHS-2018-ACF-ACYF-CA-1351
<b>Primary CFDA Number:</b>	93.670
<b>Due Date For Letter of Intent:</b>	<b>06/03/2018</b>
<b>Due Date for Applications:</b>	<b>07/03/2018</b>

### Executive Summary

*Notice:*

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <https://www.acf.hhs.gov/grants/howto>.**

The purpose of this FOA is to fund cooperative agreements that support the development, implementation, and evaluation of strategies for strengthening families, including those at high risk for child maltreatment, and to enhance the capacity of communities in addressing the well-being of families to prevent maltreatment and entry into foster care. These projects will address site specific barriers in order to reduce the number of unnecessary removals of children from their families.

During the project period, grantees will address these site specific barriers and challenges through the implementation and evaluation of strategies, practices, or activities, by strengthening families and mobilizing communities in order to reduce new referrals to the public child welfare agency as well as reduce entry into foster care. The cooperative agreements aim to develop integrated family support systems by creating a continuum of services and resources that support child and family well-being and strengthen protective factors to prevent child maltreatment and entry into foster care.

### I. Program Description

#### Statutory Authority

Title I, section 105(b)(5) of the Child Abuse Prevention and Treatment Act (42 U.S.C. 5106(b)(5)).

#### Description

#### BACKGROUND

In the current child welfare approach, the majority of services are provided after abuse and neglect occur. Most resources are directed toward out-of-home care, reunification, adoption, or another permanency option, rather than on “front-end” primary prevention prior to public child welfare intervention. Child welfare agencies are challenged to respond effectively to the complex needs of children and families. This mission is made more difficult by high worker turnover, new practice requirements, and restricted funding streams. These challenges increase with the growing diversity of U.S. families, reflected in increased economic stratification and evolving family structures.

Lack of collaboration between community-based providers and the public child welfare agency can limit family awareness and access to local services and resources, as well as opportunities to achieve timely, positive outcomes for children and their families.

Child welfare systems have been exploring various approaches to establishing stronger linkages to community-based services and supports, broadening the service array, reducing the number of referrals for child maltreatment received, and recognizing the families’ needs could be better met by other methods.

Examples include:

- Co-location of key family supports, such as community domestic violence, behavioral health (mental health and substance abuse), and Temporary Assistance for Needy Families (TANF) providers, among others, at the child welfare agency or another joint location to increase collaboration and planning so that families have greater access to services and resources; and
- The development of a broad array of primary prevention support services in a family resource center, school, or other community based setting.

This FOA supports child welfare systems with the solidification and integration of partnerships among local services and supports that strengthen and address the needs of families before they come to the attention of the child welfare agency.

The Children's Bureau (CB) intends to look to the broader child welfare system of supports, agencies, and child and family serving entities, in order to develop and implement the desired community-based approach. This FOA supports state efforts to change systems in order to develop a continuum of community-based supports and resources that strengthen families and prevent child maltreatment. Reform efforts should place highest priority on starting early and linking families to local supports and resources in a more intentional and effective manner to support families throughout a child’s lifespan. This FOA promotes practice principles that support improved outcomes for children and families. These principles include:

- Strong families that are stable and have the skills and capacity to provide for their children’s well-being (including their health, mental health, relationships, and education);
- Mobilized communities that view child and family safety and well-being as a community responsibility and act on this belief through the strategic use of public resources, oversight, and shared accountability; and
- Responsive child welfare systems that convene and facilitate the planning and delivery of supports and services for families in the community with the goal of ensuring that all

families receive the help they need to safely care for their children.

Additionally, the Administration of Children, Youth and Families (ACYF) requires states to develop a 5-year strategic Child and Family Services Plan (CFSP), that sets forth the vision and goals to be accomplished to strengthen the states' overall child welfare system. A primary purpose of the CFSP is to facilitate states' integration of the programs that serve children and families into a continuum of services for children and their families. The CFSP consolidates plans for these programs to help states comprehensively integrate the full array of child welfare services, from prevention and protection through permanency. Every year, states prepare and submit an Annual Progress and Services Report (APSR) that provides an annual update on the progress made toward accomplishing the goals and objectives in the CFSP. In preparation for this report, states must engage the agencies, organizations, and individuals who are part of the ongoing CFSP-related consultation and coordination process, including community supports, such as tribes, youth, families, and faith-based and community organizations. CB recognizes existing efforts by child welfare agencies to collaborate with local family support services; however, the purpose of this FOA is to further develop these collaborations in order to enhance the capacity of communities to offer a continuum of services that strengthen families and reduce referrals to the child welfare agency.

## **PROJECT REQUIREMENTS**

Projects will be required to support the planning, development, implementation, and evaluation of strategies that embrace proactive efforts to build on the strengths of families, including those at high risk for child maltreatment. Projects will enhance the capacity of communities to address the well-being needs of families before more formal strategies, practices, or activities are warranted to achieve the following goals:

1. Reduce new referrals and entry into foster care to the public child welfare agency by strengthening families and mobilizing communities. Activities include implementing primary prevention strategies, practices, or activities, informed by the relevant literature and the identified needs of the communities to be served.
2. Support child and family well-being and strengthen protective factors to prevent child maltreatment. Activities include developing integrated family support systems across the public and private community groups, agencies, courts, and other relevant entities in the communities to be served.
3. Evaluate these efforts to provide substantial information about the effectiveness of the strategies, practices, or activities implemented in reducing referrals to the public child welfare agency with the support of the designated evaluation TA provider as well as reducing entry into foster care.

### *Target Population*

The target population of the project should include a geographic area that would benefit from a multi-system collaborative that will develop a continuum of community-based services and resources to strengthen families and reduce the likelihood that children will suffer future maltreatment.

### *Collaboration*

The projects will foster strategic coordination, a shared vision, jointly owned outcomes, and

strong multi-system collaboration among public and private agencies including, but not limited to:

- TANF;
- Child support;
- Fatherhood programs;
- Home visiting;
- Early childhood;
- Child care;
- Education;
- Healthy marriage initiatives;
- Mental health and substance abuse; and
- Faith- and community-based providers.

Projects will be required to collaborate with critical partners including the public child welfare agency, the courts, and legal community serving the designated community in order to address site specific issues and achieve their common goals.

Collaborations may include, but are not limited to, the following components:

- Routine consultation and interactions with other agencies;
- Joint accountability and shared outcomes among agencies in memorandums of agreement/understanding;
- Cross training and staff development;
- Processes for communication and information sharing;
- Co-location of services and supports; and
- Willingness and agreement to share administrative data for program evaluation, adjustment of approaches, and/or research.

### *Project Activities and Strategies*

Projects will be based on the needs of the designated communities, promising approaches that are clearly linked to needs, and local barriers and challenges to community-based prevention and family support services. Projects will focus on one or more strategies and activities related to the implementation of innovative strategies, practices, or activities. The strategies, practices, or activities will mitigate or eliminate site-specific barriers through the development of a multi-system collaborative. The multi-system collaborative will develop a continuum of community-based services and resources to strengthen families, mobilize communities, and reduce the likelihood that children will suffer future maltreatment.

Strategies and project activities may focus on, but are not limited to:

- Identification of the barriers to families and children having what they need within their communities to thrive, experience well-being, and foster protective capacity, that are specific to the identified jurisdiction(s) and population(s) to be targeted;
- Strategies to identify and engage essential and non-traditional partners with the goal of integrating the approaches and programs necessary to implement project work;
- As appropriate, the referral process and enrollment criteria or outreach strategy for

supports where formal referrals are not required, including naming the referral partners, identifying how referrals will be provided/received, and describing anticipated outreach activities;

- Approaches for overseeing and fostering ongoing collaboration and information sharing across partners to implement project strategies, practices, or activities;
- Strategies to maintain meaningful involvement of family members, community organizations, partners, and other stakeholders;
- Descriptions of how the programs or practices implemented to embrace proactive efforts to build on the strengths of families and enhance the capacity of communities to address the well-being needs of families before more formal intervention is warranted will be sustained after federal assistance has ended;
- Planning necessary to implement a multi-system collaborative among public and private agencies integrating community, faith-based, legal/judicial, and non-traditional partnerships to support community-based and prevention-focused services for families, including those at high-risk for child maltreatment, and prevent child maltreatment from occurring;
- Strategies to coordinate of a network of community-based services and supports in a defined community setting that will foster the development of a continuum of family support and maltreatment preventative services for children and families;
- Strategies and services needed to maximize availability and access to resources using innovative approaches to leverage and coordinate existing funding streams to develop, adopt, implement, assess, and sustain effective community-based and prevention-focused services;
- Innovative outreach to identify communities where critical family supports are needed to serve the communities' populations, including high-risk children and families; link families to community-based services and resources; and empower families to support their children's healthy social and emotional development; and
- Approaches to participation with the designated evaluation TA provider in activities that support projects in conducting their evaluations as well as other federally led evaluation activities to better understand how the implementation of proposed strategies, practices, or activities influence the intended outcomes.

### *Evaluation*

Projects will conduct process and outcome evaluations. The process evaluation will examine how the project has been implemented, including the policies and procedures that have been put in place; the types and quantity of strategies, practices, or activities delivered; and the characteristics of the population served. Outcome evaluations will examine the extent to which implementing preventive strategies, practices, and activities were successful in improving outcomes.

Projects are required to have their own evaluator to conduct a process and outcome evaluation of the project. If projects do not have the in-house capacity to conduct an objective and comprehensive evaluation, it should contract with a third-party evaluator specializing in social science or evaluation, or a university or college to conduct the evaluation. In addition, projects are required to engage with the designated evaluation technical assistance (TA) provider in activities that support projects in conducting their evaluations as well as other federally led

evaluation activities. The designated evaluation TA provider will be identified and supported by CB and will assume primary responsibility for providing TA to projects collecting and reporting evaluation data. Projects must work collaboratively with the designated evaluation TA provider to finalize a set of process and outcome measures as well as targets for assessing improvements. Additionally, projects must provide reliable data sources for collection of baseline and follow-up comparison data to be identified, and design and implement a data collection plan. By identifying the core components of the proposed project and looking at the implementation of the strategies and activities, CB expects to better understand the factors associated with the successful ongoing implementation of program strategies and activities.

### *Collaborative Planning Process*

The project period will include an initial 10-month planning phase following the notification of the award. During this time, projects will work with CB's designated evaluation TA provider to review data presented in the application and further refine and finalize their target population, data sharing agreements, implementation, and site-specific evaluation plans. Projects will be expected to allocate sufficient resources towards developing, negotiating, and finalizing appropriately defined data sharing agreements during this phase. At the end of the collaborative planning process, projects will submit revised implementation and evaluation plan for review and approval by CB. A revised plan that incorporates the recommendations of CB may be required. Continuation funding for years 2 through 5 will be contingent upon CB's final approval of the site-specific implementation and evaluation plans.

The following activities will be completed during the initial 10-month planning phase:

- Finalize all partnership agreements (including data sharing agreements) necessary to support successful implementation of the community-based, multi-system collaborative;
- Complete a minimum of three site visits to other jurisdictions to learn about promising community-based programs that are focusing on similar needs for similar populations, to be determined in collaboration with CB;
- Reassess the barriers and challenges to community-based and family support services that are specific to the identified geographical area(s) and population(s) to be targeted;
- Refine the target population;
- Reassess the planned innovative strategies, practices, or activities and timeline to ensure the appropriateness and fit for the target population;
- Revisit the project logic model and theory of change;
- Further refine the site-specific evaluation plan;
- Review and approval of the implementation and evaluation plans by CB; and
- Revise the implementation and evaluation plans, as necessary.

### *Implementation Phase*

The implementation phase will begin after CB approval of the project implementation and evaluation plans and upon having clear evidence that the grantee has the readiness and capacity to implement, and will continue until the end of the project period. During the implementation phase, the project implements the plan proposed in its application and refined during the planning phase. Using the comprehensive and collaborative implementation and evaluation plans and timelines approved by CB, the project further develops any necessary infrastructure

and implements its approved strategies, practices, or activities. As the projects carry out the various components of their plans throughout the implementation phase, they will work closely with CB to adhere to the plans, make revisions as necessary, share lessons learned, and disseminate best practices.

The following activities will be completed during the implementation phase:

- Implement approved project implementation and evaluation plans; and
- Actively engage with the designated evaluation TA provider in activities that support projects in conducting their evaluations as well as other federally led evaluation activities.

*Dissemination*

It is expected that projects will work with their CB Federal Project Officers, the designated evaluation TA provider, and other projects in this grant cluster to:

- Finalize individual dissemination goals and objectives;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program evaluations that describe the core components of the strategies, practices, or activities and how the project has strengthened communities primary prevention strategies;
- Develop and disseminate summarized/synthesized information about the project;
- Produce a high-quality, comprehensive final report suitable for archiving in the CB Discretionary Grant Library ([https://library.childwelfare.gov/cbgrants/ws/library/docs/cb\\_grants/GrantHome](https://library.childwelfare.gov/cbgrants/ws/library/docs/cb_grants/GrantHome)); and
- Ensure publications and websites are widely accessible. Although not required, applicants are strongly encouraged to consider using Section 508 standards to ensure accessibility.

*Project Sustainability Plan*

CB is interested in ensuring that the most effective program strategies, practices, and activities can be sustained. Therefore, progress reports should explain ongoing efforts to assess and gather evidence on the particular strategies, activities, or practices initiated under this grant that should and can be sustained after the end of the project period.

**II. Federal Award Information**

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$2,200,000
Expected Number of Awards:	4
Award Ceiling:	\$550,000 Per Budget Period
Award Floor:	\$500,000 Per Budget Period
Average Projected Award Amount:	\$550,000 Per Budget Period
Anticipated Project Start Date:	09/30/2018

**Length of Project Periods:**

Length of Project Period:

60-month project period with five 12-month budget periods

**Additional Information on Awards:**

**Awards made under this announcement are subject to the availability of federal funds.**

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

**Note:** For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

The initial award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that continued funding would be in the best interest of the federal government.

**Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement**

A cooperative agreement is a specific method of awarding federal assistance in which substantial federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of CB and the awardee prior to the award. CB anticipates that agency involvement will produce programmatic benefits to the recipient otherwise unavailable to them for carrying out the project. A signed cooperative agreement between ACYF/CB and the Authorized Organizational Representative (AOR) will be submitted in Year One. The involvement and collaboration includes:

- CB review and approval of implementation and evaluation plan activities before implementation phase may begin;
- CB and recipient joint collaboration (including active collaboration with the designated evaluation TA provider) in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, technical assistance, publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in this announcement that limit the awardee's discretion with respect to scope of services offered; and

- Close monitoring by CB during performance which may, in order to ensure compliance with the intent of this funding, exceed those federal stewardship responsibilities customary for grant activities.

### III. Eligibility Information

#### III.1. Eligible Applicants

Eligibility is open to the following: state governments, county governments, city or township governments, special district governments, independent school districts, public and state controlled institutions of higher education, Native American tribal governments (federally recognized), public housing authorities/Indian housing authorities, Native American tribal organizations (other than federally recognized tribal governments), nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education, private institutions of higher education, for profit organizations other than small businesses, and small businesses.

Collaborative efforts are strongly encouraged, but applicants must identify a primary applicant responsible for administering the cooperative agreement.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

#### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

**For awards that require matching by statute**, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where “cost sharing” refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient’s failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

### III.3. Other

#### **Application Disqualification Factors**

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

#### **Award Ceiling Disqualification**

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

#### **Required Electronic Application Submission**

ACF requires electronic submission of applications at [www.Grants.gov](http://www.Grants.gov). **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

### **Missing the Application Deadline (Late Applications)**

**The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Electronic applications submitted to [www.Grants.gov](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the [www.Grants.gov](http://www.Grants.gov) validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via [www.Grants.gov](http://www.Grants.gov), the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

**The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*.** Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

### **Notification of Application Disqualification**

Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

## **IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

CB Operations Center  
c/o LCG, Inc.  
1400 Key Blvd.  
Suite 900  
Arlington , VA 22209  
Phone: (888) 203-6161  
Email: [CB@grantreview.org](mailto:CB@grantreview.org)

**Electronic Application Submission:**

The electronic application submission package is available in the FOA's listing at [www.Grants.gov](http://www.Grants.gov).

**Applications in Paper Format:**

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Forms Package available in the FOA's Grants.gov Synopsis under the Package tab at [www.Grants.gov](http://www.Grants.gov). See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to [www.Grants.gov](http://www.Grants.gov).

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

## IV.2. Content and Form of Application Submission

**FORMATTING APPLICATION SUBMISSIONS**

**Each applicant applying electronically via [www.Grants.gov](http://www.Grants.gov) is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.**

***FOR ALL APPLICATIONS:*****Authorized Organizational Representative (AOR)**

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

**Point of Contact**

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

**Application Checklist**

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

**Accepted Font Style**

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read

comfortably, will be removed.

### **English Language**

Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

### **Page Limitations**

**Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page limitation(s) do not include SFs and OMB-approved forms.***

**All applications must be double-spaced.** An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

### **Application Elements Exempted from Double-Spacing Requirements**

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

### **Adherence to FOA Formatting, Font, and Page Limitation Requirements**

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

**NOTE:** Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

### **Corrections/Updates to Submitted Applications**

When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The

Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

### **Copies Required**

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

### **Signatures**

Applicants submitting electronic applications must follow the registration and application submission instructions provided at [www.Grants.gov](http://www.Grants.gov).

The original of a paper format application must include original signatures of the authorized representatives.

### **Accepted Application Format**

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. All pages of the application must be readable. Pages with blurred text will be removed from the application.

### **PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:**

The Project Description and the Appendices must not exceed a **combined total of 75 pages**.

The **Project Description** file must include:

1. Table of Contents
2. Abstract
3. Objectives and Need for Assistance
4. Approach
5. Evaluation
6. Organizational Capacity

7. Logic Model
8. Line Item Budget and Budget Justification

The **Appendices** file must include:

1. Documentation related to collaboration (see *Section IV.2, The Project Description, Collaboration*)
2. Third-party agreements
3. Staff and Position Data (e.g., resumes, job descriptions, organizational charts)
4. Certifications and Assurances
5. Proof of Legal Status (if applicable)
6. Indirect Cost Rate Letter (if applicable)

### **ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS**

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2, Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via [www.Grants.gov](http://www.Grants.gov). **ACF will not accept applications submitted via email or via facsimile.**

**Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.**

**File One:** Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

**File Two:** Must contain all documents required in the Appendices.

#### **Adherence to the Two-File Requirement**

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

#### **Application Upload Requirements**

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Online Answers.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

### **Required Standard Forms (SFs) and OMB-approved Forms**

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

### **Naming Application Submission Files**

**Carefully observe the file naming conventions required by [www.Grants.gov](http://www.Grants.gov). Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov’s naming conventions, and are accommodated by ACF’s systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

### **Use only file formats supported by ACF**

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

### **ACF supports the following file formats:**

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)

- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

**Do Not Encrypt or Password-Protect the Electronic Application Files**

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

**FORMATTING FOR PAPER APPLICATION SUBMISSIONS:**

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission*" at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6)

**Format Requirements for Paper Applications**

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on [www.Grants.gov](http://www.Grants.gov) under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

**Addresses for Submission of Paper Applications**

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

**Required Forms, Assurances, and Certifications**

**Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application.** All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at [www.Grants.gov](http://www.Grants.gov).

Forms / Assurances	Submission Requirement	Notes / Description
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/ Certifications		
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http:// www.hhs.gov/ohrp/ assurances/ forms/index.html</a> .  General information about the HHS Protection of Human Subjects regulations can be obtained at <a href="http://www.hhs.gov/ohrp/">http://www.hhs.gov/ohrp/</a> . Applicants may also contact OHRP by email ( <a href="mailto:ohrp@csophs.dhhs.gov">ohrp@csophs.dhhs.gov</a> ) or by phone (240-453-6900).
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Required of all applicants. To obtain a DUNS number, go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> .  Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.  SAM registration is available at <a href="http://www.sam.gov">http://www.sam.gov</a> .	See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.

Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.  By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

**Mandatory Grant Disclosure**

Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

**And to:**

U.S. Department of Health and Human Services, Office of Inspector General, ATTN:

Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

**Fax:** (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or  
**Email:** [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)

### **Non-Federal Reviewers**

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## **The Project Description**

### **The Project Description Overview**

#### **Purpose**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### **General Expectations and Instructions**

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### **General Instructions for Preparing a Full Project Description**

#### **Introduction**

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the

evaluation criteria identify the measures that will be used to evaluate applications.

### **Letter of Intent**

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.4. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

The letter of intent should be submitted to:

CB Operations Center c/o LGC, Inc.  
Attn: HHS-2018-ACF-ACYF-CA-1351  
1400 Key Boulevard, Suite 900  
Arlington, VA 2209  
Phone: (888) 203-6161  
Email: CB@grantreview.org

### **Table of Contents**

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

### **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

## **Expected Outcomes**

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

### *Target Population and Geographic Area*

Applicants must describe the target population and geographic area for the proposed strategies, practices, or activities. In describing the target population, applicants should explain the rationale for choosing the population, which should reflect the families and geographical area the applicant intends to impact through this project. The applicant must assess community needs using child welfare administrative data referenced in the state's National Child Abuse and Neglect Data System (NCANDS) report, and other data sources including (but not limited to) the state's Early Learning Plan, Title V Home Visiting Needs Assessment, Kids Count, and regional data sources (e.g., data from communities with high unemployment, homelessness, rates of TANF usage, teen pregnancy rates, opioid rates, domestic violence rates, and/or community violence and crime statistics).

The description of the target population should include the characteristics and needs of the identified population; an estimate of the number of children/families that will be impacted by the strategies, practices, or activities; and child welfare status and history (e.g., referrals and repeat referrals, differential response, children that enter out of home care with previous child

welfare involvement, substantiated reports of abuse and neglect).

### *Collaboration*

Applicants must describe the existence of an established multi-system, community-based collaboration that has the capacity, resources, and continued commitment to fully implement the proposed project. Detailed information should be included related to the infrastructure necessary to manage implementation of the project, including:

- An identification and description of partner organizations and collaborative partners including, but not limited to, the public child welfare agency, the courts, and the legal community serving the designated community and their respective roles and responsibilities, including financial commitments to the project;
- An identification and description of coordination of services and supports for all collaborating organizations to share information across systems, including consistent data collection and data sharing for program evaluation and/or research;
- An identification and description of management procedures, positions, and functions that describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants, including the coordination of internal and external TA providers, if applicable; and
- A description of the processes for monitoring implementation progress, including ongoing identification of barriers or emerging implementation issues.

### *Theory of Change*

Applicants must provide a reasonable theory of change that is consistent with the logic model and the intent of the FOA. A theory of change clearly identifies the theory that guides the selection of proposed activities for desired outcomes.

### *Project Activities and Strategies*

Applicants must describe how partnerships among community leaders, administration of public and private agencies, and families will develop a multi-system collaborative. The description must include how the project will increase the awareness and accessibility of families to an integrated continuum of community-based services and resources, specific to the unique needs and strengths of the identified target population within the defined geographical area.

Applicants must describe how the multi-system collaborative will strengthen families and reduce the likelihood that children will suffer future maltreatment. Applicants are encouraged to consider how the project will embrace proactive efforts to enhance the capacity of the community to provide the necessary linkages that ensure that families have community-based public, private, and familial supports in place to address the well-being needs of the families before more formal intervention is warranted.

Applicants must provide a clear and detailed approach for facilitating and supporting the project in maintaining willingness and agreement to share administrative data for program evaluation. If the primary applicant is not the child welfare agency, the applicant must demonstrate how the relevant public child welfare agency(ies) is involved in the development and reporting on the common set of measures, and must propose an effective strategy for engaging/facilitating regular use of administrative data across child welfare and other social service sites for program

evaluation.

An appropriate plan for securing informed consent and implementing an Institutional Review Board (IRB) review, and tribal review, if applicable, must be provided by the applicants.

Applicants must clearly describe the proposed strategies, practices, or activities that will be implemented and explain why they have been selected to meet the needs of the identified target population. Applicants must provide the following:

- A thorough outline of the core components of the proposed strategies, practices, and activities, including sequencing;
- A concise description of the target population (i.e., inclusion/exclusion criteria, including identification and recruitment, and a projection of the number to be served);
- A clear description of how the target population's needs will be addressed;
- Expected outcomes that will be achieved through the project;
- Existing relevant literature linking identified prevention strategies, practices, or activities with the outcomes the project is supposed to address (i.e., a history of success and other data demonstrating support for the application of the chosen strategies, practices, and activities with the defined target population(s)); and
- A clear theoretical model if little or no research exists.

#### *Collaborative Planning Process*

Applicants must provide a clear and reasonable plan for activities that will occur during the initial ten-month planning phase of the project outlined in *Section I. Program Description, Project Requirements, Collaborative Planning Process*.

#### *Implementation Phase*

Applicants must provide a clear and reasonable plan for activities that will occur during the implementation phase of the project outlined in *Section I. Program Description, Project Requirements, Implementation Phase*.

#### **Project Timeline and Milestones**

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

#### **Program Performance Evaluation Plan**

Applicants must describe the plan for the program performance evaluation that will contribute

to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs, processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Applicants must describe a plan for process and outcome evaluations. Applicants must propose a data collection strategy for examining how the strategies, activities, or programs are implemented, including policies and procedures. Applicants must propose how they intend to measure implementation fidelity, and a plan for how data from the process study will be analyzed. Applicants must identify any potential barriers to sharing administrative data for program evaluation and provide a plan to overcome those barriers. Applicants must also describe the methods they will use to evaluate project outcomes. The outcome evaluation plan should include discussion of the sample sizes needed to demonstrate improvements in the identified outcomes. In addition, applicants may propose additional methods of data collection, such as interviews with stakeholders.

At a minimum, evaluation plans should answer the following questions:

- What core components of the strategies, activities, or programs were implemented?
- Were the strategies, activities, or programs implemented as intended?
- To what extent were the strategies, activities, or programs integrated within the existing system?
- What strategies, activities, or programs did projects deliver to families or communities?
- What steps did projects take to support the continuation of the strategies, activities, or programs beyond the life of the current project period?
- What effects did the strategies, activities, or programs have on the identified outcomes?

Applicants must demonstrate sufficient in-house capacity to conduct an objective evaluation of the project, or provide a sound plan for contracting with a third-party evaluator specializing in social science evaluation or a university or college to conduct the evaluation.

### **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

### **Legal Status of Applicant Entity**

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

### **Logic Model**

Applicants must submit a logic model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Target population (e.g., the individuals to be served);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

### **Project Sustainability Plan**

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and those that have led to improved outcomes for children and families.

Describe the approach to project sustainment that will be most effective and feasible. Describe the key individuals and/or organizations whose support will be required in order to sustain

program activities. Describe the types of alternative support that will be required to sustain the planned program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

### **Organizational Capacity**

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;

### **Dissemination Plan**

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

### **Third-Party Agreements**

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

### **Letters of Support**

Provide statements from community, public, and commercial leaders that support the project

proposed for funding. All submissions must be included in the application package.

### **Plan for Oversight of Federal Award Funds**

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

### **The Project Budget and Budget Justification**

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

***Special Note:*** *The Consolidated Appropriations Act, 2018, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$189,600. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must allocate sufficient funds in their budget to support the following required

travel:

- Within 3 months after the award, the project director, child welfare agency liaison (if different from the project director), evaluator, and/or other key staff must attend a 2-day kick-off meeting in Washington, D.C.;
- The project director, the child welfare agency liaison (if different from the project director), and the evaluator and/or other key staff must attend an annual 2-day grantee meeting, in Washington, D.C.; and
- The project director and key partners must plan and budget for a minimum of three site visits to other jurisdictions to learn about promising community-based programs that are focusing on similar needs for similar populations, to be determined in collaboration with CB.

Dedicated funds for evaluation activities must appear in the budget. If applicants do not have the in-house capacity to conduct an objective evaluation, the applicant is requested to include dedicated funds for evaluation activities in the budget. This must include funds for a third-party evaluator specializing in social science evaluation or a university or college to conduct the evaluation in lieu of an in-house evaluation. Applicants must state the percentage and the amount of the total annual budget that will be allocated to evaluation. Applicants must provide a rationale showing that the budgeted amount is sufficient to conduct the proposed evaluation.

## **General**

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## **Personnel**

**Description:** Costs of employee salaries and wages.

**Justification:** Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

## **Fringe Benefits**

**Description:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

**Justification:** Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement

insurance, and taxes.

### **Travel**

**Description:** Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

**Justification:** For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

### **Equipment**

**Description:** "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

**Justification:** For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

### **Supplies**

**Description:** Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

**Justification:** Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

### **Contractual**

**Description:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

**Justification:** Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and

subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

**Note:** Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

### **Other**

**Description:** Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

**Justification:** Provide computations, a narrative description, and a justification for each cost under this category.

### **Indirect Charges**

**Description:** Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

- 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

- 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

**Justification:** This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

### **Commitment of Non-Federal Resources**

**Description:** Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

**For all federal awards**, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

**For awards that require matching by statute**, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**For awards that do not require matching or cost sharing by statute**, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

**Justification:** If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or

contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.I.* of this announcement.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

### **Electronic Delivery**

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

### **How to Register and Apply through Grants.gov**

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

**Obtain a DUNS Number:** All entities applying for funding, including renewal funding, must

have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

**Register with SAM:** In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

**Create a Grants.gov Account:** The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration.html>

**Authorize Grants.gov Roles:** After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov, refer to:

<https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>

**Track Role Status:** To track your role request, refer to:

<https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

## **How to Submit an Application to ACF via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

***Create a Workspace:*** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

***Complete a Workspace:*** Add participants to the workspace, complete all the required forms, and check for errors before submission.

***Adobe Reader:*** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

**NOTE:** Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:  
<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

***Mandatory Fields in Forms:*** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

***Complete SF-424 Fields First:*** The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

***Submit a Workspace:*** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

***Track a Workspace:*** After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to:  
<https://www.grants.gov/web/grants/applicants/applicant-training.html>

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

### **Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

### **Issues with Federal Systems**

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [www.acf.hhs.gov/sites/default/files/assets/systems\\_issue\\_policy\\_final.pdf](http://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf).

### **Request an Exemption from Required Electronic Application Submission**

To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:

[https://www.acf.hhs.gov/sites/default/files/assets/acf\\_policy\\_for\\_requesting\\_an\\_exemption\\_from\\_required\\_electronic.pdf](https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf)

### **Paper Format Application Submission**

**An exemption is required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."**

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

### IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

**Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.**

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the “Help” tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these

requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

#### **IV.4. Submission Dates and Times**

##### **Due Date for Letter of Intent**

Due Date for Letter of Intent: **06/03/2018**

##### **Due Dates for Applications**

Due Date for Applications: **07/03/2018**

##### **Explanation of Due Dates**

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

##### **Electronic Applications**

The deadline for submission of electronic applications via [www.Grants.gov](http://www.Grants.gov) is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via [www.Grants.gov](http://www.Grants.gov) unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

##### **Mailed Paper Format Applications**

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **Hand-Delivered Paper Format Applications**

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

### **No appeals will be considered for applications classified as late under the following circumstances:**

- Applications submitted electronically via [www.Grants.gov](http://www.Grants.gov) are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

### **Emergency Extensions**

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

### **Acknowledgement from [www.Grants.gov](http://www.Grants.gov)**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at [www.Grants.gov](http://www.Grants.gov) for more information.

**Acknowledgement from ACF of an electronic application's submission:**

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from [www.Grants.gov](http://www.Grants.gov) by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

**Acknowledgement from ACF of receipt of a paper format application:**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

#### **IV.5. Intergovernmental Review**

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

#### **IV.6. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

## IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission* at [www.acf.hhs.gov/grants/howto#chapter-6](http://www.acf.hhs.gov/grants/howto#chapter-6).

### Submission By Mail

CB Operations Center  
c/o LGC Inc.  
Attn: HHS-2018-ACF-ACYF-CA-1351  
1400 Key Blvd.  
Suite 900  
Arlington, VA 22209

### Hand Delivery

CB Operations Center  
c/o LGC Inc.  
Attn: HHS-2018-ACF-ACYF-CA-1351  
1400 Key Blvd.  
Suite 900  
Arlington, VA 22209

### Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via [www.Grants.gov](http://www.Grants.gov).

For all submissions, see *Section IV.4. Submission Dates and Times.*

## V. Application Review Information

### V.1. Criteria

**Please note:** With the exception of the funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address

these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

#### Objectives and Need for Assistance

Maximum Points:25

In reviewing the objectives and need for assistance, reviewers will consider the extent to which the applicant:

1. Demonstrates an understanding of the relevant legislation, and the goals and objectives stated in this FOA.
2. Demonstrates a sound rationale for choosing the identified target population(s) and geographic area(s), including presentation and analysis of relevant data within the project's jurisdiction, and evidence that such analysis was conducted by or in collaboration with the relevant public child welfare agency(ies).
3. Clearly identifies the barriers and challenges to community-based prevention and family support services specific to the targeted jurisdiction and population.
4. Presents a clear description of the proposed project, including a clear statement of the goals (i.e., the intended end products of an effective project) and objectives (i.e., measurable steps for reaching these goals) of the proposed project.
5. Clearly demonstrates an understanding of the use of the planning phase as an opportunity to refine their proposed project plan, setting a solid foundation for the project activities during the implementation phase.
6. Describes the critical components of its proposed implementation phase as described in *Section I. Program Description, Project Requirements, Implementation Phase*.
7. Demonstrates a clear understanding of the importance of a community-based collaborative to enhance the stability of the identified target population.
8. Presents a clear, concise, and appropriate vision for the project. The overall vision for the proposed project clearly addresses the need for a continuum of prevention-focused services that is coordinated by a multi-system collaborative as described in *Section I. Program Description, Project Requirements, Collaboration*, as a means of addressing the well-being needs of families before more formal intervention is warranted.

#### Approach

Maximum Points:30

In reviewing the approach, reviewers will consider the extent to which:

1. The applicant provides a reasonable and appropriate timeline for implementing the proposed project, including milestones and target dates. The applicant describes the factors that would speed or hinder project implementation and explains how these factors would be managed.
2. The applicant identifies strategies, practices, or activities proposed for implementation, and provides a synopsis of the available evidence or research supporting the proposed approach. The applicant demonstrates that the proposed strategies, practices, or activities will be tailored to meet the needs of the proposed target population(s). If little or no research exists, the applicant clearly outlines its theoretical model.
3. The applicant provides a sound and reasonable plan for accomplishing the stated

objectives that covers the entire scope of the project, including the planning and implementation phases that are consistent with the project requirements described in *Section I. Program Description, Project Requirements, Collaborative Planning Process and Implementation Phase*.

4. The applicant provides a convincing plan for involving partners and nontraditional partners (including parent, youth, and other consumers of services) to support the planning and infrastructure needed for the development, implementation, and continued assessment of proposed programs and practices specific to the intent of this FOA.
5. The applicant clearly identifies the lead agency/organization responsible for implementing the project. The applicant clearly identifies partner organizations and collaborative partners including, but not limited to, the public child welfare agency, the courts, and legal community serving the designated community.
6. The applicant provides a management and oversight plan for the proposed initiative, including roles and description of key personnel to ensure continued support throughout the project.
7. There is a sound sustainability plan for continuing this project beyond the period of federal funding.
8. The proposed project plan includes sound strategies for maximizing the effectiveness of collaborative service delivery; promotes a collaborative, long-range planning of community-based and family support services; and promotes procedures for leveraging funding streams.
9. The applicant provides clear detail on how it would facilitate and support the project in maintaining routine consultation and interaction with other agencies, joint accountability, and shared outcomes amongst agencies.
10. The applicant provides clear detail on how the project would incorporate innovative prevention strategies, practices, or activities that mitigate or eliminate barriers to the availability of community-based prevention and family support services through the development or enhancement of a continuum of services, resources, and supports to build protective factors and reduce referrals to the public child welfare agency as well as reduce entry into foster care.
11. The applicant presents a detailed and sound dissemination plan for strategically and effectively disseminating project information, products, and findings.

#### Evaluation

Maximum Points: 15

In reviewing the evaluation plan, reviewers will consider the extent to which:

1. The applicant proposes a clear and realistic plan for evaluating the project that satisfies the requirements for evaluation published in this FOA.
2. The applicant proposes a preliminary logic model that is clearly described and supported by existing evidence; proposed activities are well-conceived, reasonable, and linked to the results and benefits expected; and all aspects of the model are appropriately measured within the timeframe of the grant.
3. The applicant provides a reasonable preliminary theory of change for the project. The applicant provides a preliminary logic model for the project that is consistent with the theory of change and the intent of the FOA. The applicant provides a reasonable plan to revisit and finalize these documents.

4. The applicant proposes methods and analytical strategies for the process and outcome evaluation that are feasible, comprehensive, and appropriate to the goals, objectives, and context of the project, and are relevant to the FOA.
5. The applicant proposes appropriate implementation and outcomes measures and sufficiently justifies their selection. The applicant provides a rationale for the selection of realistic measures, that flow from the proposed plan as demonstrated in the applicant's logic model.
6. The applicant's evaluation plan includes a plan to address the research questions listed in *Section IV.2 The Project Description, Program Performance Evaluation Plan*.
7. The applicant demonstrates sufficient in-house capacity to conduct an objective evaluation of the project or provides a sound plan for contracting with a third-party evaluator specializing in social science or evaluation, or a university or college to conduct the evaluation.
8. The applicant has accounted for working collaboratively with the designated evaluation TA provider during the planning year to establish targets for the identified outcomes, and throughout the implementation phase to conduct site-specific evaluation activities. The applicant presents a clear plan to work with key partners, the designated evaluation TA provider, and CB to develop and report on a common set of measures for the site-specific process and outcome evaluation.
9. The applicant provides clear and detailed approach for facilitating and supporting the project in maintaining willingness and agreement to share administrative data for program evaluation. If the primary applicant is not the child welfare agency, the applicant demonstrates how the relevant public child welfare agency(ies) is involved in the development and reporting on the common set of measures, and proposes an effective strategy for engaging/facilitating regular use of administrative data across child welfare and other social service sites for program evaluation.
10. The applicant identifies any barriers to sharing administrative data for program evaluation and plans to overcome those barriers.
11. There is an appropriate plan for working securing informed consent and implementing an IRB review, and tribal review, if applicable.
12. The applicant proposes a strong plan to foster strategic coordination, institutionalized communication, and data sharing among relevant agencies in order to identify, assess, and serve the target population.
13. The applicant presents a realistic plan for using evaluation findings to produce ongoing documentation of project activities and results. The plan includes performance feedback and periodic assessment of program progress that can serve as a basis for program adjustments.

#### Organizational Capacity

Maximum Points:25

In reviewing the organizational capacity, reviewers will consider the extent to which:

1. The applicant organization and its staff document experience and expertise in successful collaboration and joint accountability with a variety of partners. The applicant makes a strong case that it has the capacity and the commitment to support the planning and infrastructure needed to implement a multi-system collaborative to support a continuum of community-based and prevention-focused services to strengthen families and prevent

child maltreatment.

2. The applicant (and its partners, as applicable) demonstrate sufficient and relevant experience and expertise in administration, development, implementation, management, and evaluation of projects in similar size and scope. The applicant has sufficient experience, expertise, and understanding of child welfare systems, prevention-focused services, and community-based partnerships, to successfully address the barriers identified in their application.
3. The applicant has experience with successful identification and engagement of public and private partners, community and faith-based providers, other community stakeholders, and parent leaders to develop a collaborative network that supports the target population.
4. The applicant has experience with successful identification and engagement of non-traditional partners, such as local businesses and others, to develop a collaborative network that supports the target population.
5. The applicant clearly demonstrates the ability to administer and implement the project effectively and efficiently. The applicant and any partnering organizations collectively have sufficient experience and expertise in the roles and functions required for the proposed project. If the applicant proposes partnerships with additional agencies, organizations, or subcontractors, each partnering organization has the ability and organizational capacity to fulfill its roles and functions such that it can satisfy its commitments related to the intent of this FOA.
6. The proposed project director and key project staff demonstrate sufficient relevant subject matter knowledge, experience, and capabilities (e.g., resume) to effectively implement and manage a project of this size, scope, and complexity.
7. The roles, responsibilities, and time commitments of each proposed project staff position, including consultants or subcontractors, are clearly defined (e.g., job description) and appropriate to the successful implementation of the proposed project.
8. The applicant includes a sound management plan that clearly describes the effective management and coordination of activities carried out by partners, subcontractors, and consultants, including the coordination of internal and external TA providers, if applicable, to ensure achievement of the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality.
9. The applicant provides Memorandums of Understanding (MoUs), Memorandums of Agreement (MoAs), or Letters of Commitment that are signed by the person in the organization with the authority to make such commitments on behalf of their organization and that demonstrate joint accountability and commitment to shared outcomes. If the primary applicant is not the child welfare agency, there must be an MoU from the relevant child welfare agency.
10. The applicant articulates a strategic vision for the project design that accounts for changes in administration and staff turnover for the grantee organization and community stakeholders.

#### Budget and Budget Justification

Maximum Points:5

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. There is a detailed narrative budget justification for each year of the project. The costs of the proposed project are reasonable in view of the activities to be conducted and the expected results.
2. The budget includes reasonable costs associated with travel for the project director, child welfare agency liaison (if different from the project director), evaluator, and/or other key staff or collaborating partners to attend the kick off and annual grantee meetings in Washington, D.C.
3. There is a sufficient percentage of the budget that is allocated to the evaluation and adequate rationale supporting the percentage allocation.
4. The budget includes reasonable costs associated with travel for a minimum of three site visits to other jurisdictions to learn about promising community-based programs that are focusing on similar needs for similar populations.
5. The applicant presents reasonable and timely evidence that their fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.

## V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (<http://fedgov.dnb.com/webform>) and an active registration at SAM ([www.sam.gov](http://www.sam.gov)). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

### Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

### Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would

indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

ACF may elect not to fund applicants and/or partnering organizations that have previously demonstrated an inability to adhere to reporting requirements in *Section VI.3 Reporting*.

### **Federal Awarding Agency Review of Risk Posed by Applicants**

As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), [www.fapiis.gov/](http://www.fapiis.gov/), before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205

Federal Awarding Agency Review of Risk Posed by Applicants ([http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200\\_1205&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8)).

Please refer to *Section IV.2* of this announcement for information on non-federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications recommended for approval in the objective review process, but were not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as “approved but unfunded” typically cannot be kept in an active status for more than 12 months. For those applications determined as “approved but unfunded,” notice will be given of the determination by email.

## **V.3. Anticipated Announcement and Federal Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **VI. Federal Award Administration Information**

## **VI.1. Federal Award Notices**

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

## **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at [www.ecfr.gov](http://www.ecfr.gov). Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: [www.acf.hhs.gov/administrative-and-national-policy-requirements](http://www.acf.hhs.gov/administrative-and-national-policy-requirements).

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1>.

An application funded with the release of federal funds through a grant award does not

constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

### **VI.3. Reporting**

Performance Progress    Semi-Annually  
Reports:

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at [www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2](http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2).

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports:        Semi-Annually

### **VII. HHS Awarding Agency Contact(s)**

#### **Program Office Contact**

Beth Claxon  
Administration for Children and Families  
Administration on Children, Youth, and Families  
Children's Bureau  
CB Operations Center c/o LCG, Inc.  
1400 Key Blvd., Suite 900  
Arlington, VA 2209  
Phone: (888) 203-6161  
Email: [CB@grantreview.org](mailto:CB@grantreview.org)

#### **Office of Grants Management Contact**

Bridget Shea Westfall  
Administration for Children and Families  
Office of Administration  
Office of Grants Management  
CB Operations Center c/o LCG, Inc.  
1400 Key Blvd., Suite 900  
Arlington, VA 22209  
Phone: (888) 203-6161  
Email: [CB@grantreview.org](mailto:CB@grantreview.org)

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay).

**VIII. Other Information****Reference Websites**

U.S. Department of Health and Human Services (HHS) [www.hhs.gov/](http://www.hhs.gov/).

Administration for Children and Families (ACF) [www.acf.hhs.gov/](http://www.acf.hhs.gov/).

ACF Funding Opportunities Forecast [www.grants.gov/](http://www.grants.gov/).

ACF Funding Opportunity Announcements [ami.grantsolutions.gov/](http://ami.grantsolutions.gov/).

ACF "How To Apply For A Grant" <https://www.acf.hhs.gov/grants/howto>.

Grants.gov Accessibility Information [www.grants.gov/web/grants/accessibility-compliance.html](http://www.grants.gov/web/grants/accessibility-compliance.html).

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

**Application Checklist**

Applicants may use this checklist as a guide when preparing an application package.

<b>What to Submit</b>	<b>Where Found</b>	<b>When to Submit</b>
Letter of Intent	Referenced in <i>Section IV.2. Project Description</i> .	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.4</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4</i> .

		<i>Submission Dates and Times.</i>
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description.</i>  The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is required in addition to submission of SF-424A and / or SF-424C.  Submission is required with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>  These forms are available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.  They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the <i>Overview</i> and <i>Section IV.4.</i> of the FOA.  If it is not available at the time of application submission, it must be submitted prior to the award of a grant.

<p>Certification Regarding Lobbying (Grants.gov Lobbying Form)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>
<p>SF-424 Key Contact Form</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a> in the Mandatory section.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>Mandatory Grant Disclosure</p>	<p>Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in <i>Section IV.2. Required Forms, Assurances and Certifications</i>.</p>	<p>If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</p>
<p>Protection of Human Subjects Assurance</p>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>. See <a href="http://www">http://www</a></p>	<p>Submission of the required information and forms is due with the application package by the due date</p>

<p>Identification / IRB Certification / Declaration of Exemption (Common Rule)</p>	<p><a href="https://www.hhs.gov/ohrp/assurances/forms/index.html">.hhs.gov/ohrp/assurances/forms/index.html</a> for additional information.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a></p>	<p>listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>
<p>Indirect Cost Rate Agreement (IDR)</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i>.</p> <p>The IDR must be submitted with the application package.</p>	<p>If the IDR is available by the application due date, it must be submitted with the application package.</p> <p>If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i>, it may be submitted prior to the award of a grant.</p>
<p>Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.</p>	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>.</p> <p>To register at SAM, go to <a href="http://www.sam.gov">http://www.sam.gov</a>.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
<p>SF-Project/Performance Site Location(s) (SF-P/PSL)</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>This form is available in the FOA's forms package at <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>