



Administration for Children and Families

Administration on Children, Youth and Families

Family Connection Grants: Using Family Group Decision-making to Build Protective Factors for Children and Families

HHS-2011-ACF-ACYF-CF-0181

Application Due Date: 07/27/2011

Family Connection Grants: Using Family Group Decision-making to Build Protective Factors for Children
and Families

HHS-2011-ACF-ACYF-CF-0181

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

**Department of Health & Human Services
Administration for Children & Families**

Program Office: Administration on Children, Youth and Families - Children's Bureau

Funding Opportunity Title: Family Connection Grants: Using Family Group Decision-making to Build Protective Factors for Children and Families

Announcement Type: Initial

Funding Opportunity Number: HHS-2011-ACF-ACYF-CF-0181

CFDA Number: 93.605

Due Date for Applications: **07/27/2011**

Executive Summary:

The Administration for Children and Families (ACF), Children's Bureau, announces the availability of competitive grant funds authorized by the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Pub.L. 110-351). Grant projects funded under this Funding Opportunities Announcement (FOA) will test the effectiveness of Family Group Decision-making (FGDM) as a family-centered service approach that helps prevent children and youth from entering or re-entering foster care, thereby reducing the time that these children and families are involved with the child welfare system.

Projects will use FGDM meetings to engage families in building capacity to meet their children's needs by strengthening protective factors and reducing risk factors for child maltreatment. Grant projects will develop knowledge which will help identify where in the service delivery system, with which populations and in which manner the promising practice of FGDM works best. Applicants will clearly articulate how their approach will test the effectiveness of particular FGDM strategies to determine which work best within the overall FGDM program and/or which are most effective with certain families.

Successful applications under this FOA will propose to implement FGDM as a component of a strong system of services to support family connections. Applicants will provide justification for their approach and present plans for establishing identifiable demonstration sites that other States/locales seeking to implement family connection services for this population can look to for guidance, insight, and possible replication; conduct a rigorous evaluation; and disseminate information regarding the knowledge developed by the project.

Applicants should note that the authorizing legislation specifies the following:

- Initial Federal award levels will decline and non-Federal share match levels will increase in the third year of the 3-year grant period, as required by Sec. 427(d) of the Act. (Grantees must provide at least 25 percent of the total approved cost of the project for the first 2 years of the project period, and 50 percent of the total approved cost of the project in the third year of the project period.)
- No more than 50 percent of the non-federal share may be in kind, as required by Sec. 427(e) of the Act.

I. Funding Opportunity Description

Statutory Authority

The legislative authority is Sec. 427 of the Social Security Act (42 U.S.C Sec. 620 - 629) as amended by the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Pub.L. 110-351, Sec. 102(a).

Description

Definitions

For the purposes of this FOA, the following alphabetical list of definitions of relevant terms is provided:

Family: A family may include the child's birth or adoptive parents, extended family members and other relatives, as well as friends, neighbors, and others who may not be related by blood or marriage, but who play an important, positive role in the child's life and are considered to be part of the family.

Family-centered Practice: Service approaches designed to strengthen and empower families to protect and nurture their children; safely preserve family relationships and connections when appropriate; recognize the strong influence social systems have on individual behavior; enhance family autonomy; respect the rights, values, and cultures of families; and focus on an entire family rather than selected individuals within a family. The focus is also on promoting protective factors and reducing risk factors for child maltreatment at the individual, family, community, and societal levels.

Family Group Decision-Making (FGDM): An intervention approach in which family members and relevant service providers are brought together in a meeting or series of meetings to make decisions to ensure the safety, permanency, and well-being of their children and to develop a plan for services. FGDM also refers to one of the various models of this approach. Other models or terms include: Family Team Meetings, Family Group Conferencing, Family Unity Meetings, Family Team Conferences, Family Group Conferences, and Team Decision-Making.

Permanency: A nurturing relationship between a child or youth and a caretaking adult which builds emotional ties that are sufficient to maintain the continuity of the relationship throughout the child's life. Permanency options encompass a range of living arrangements through reunification with biological family, adoption, long-term placement with a relative, or another legal plan such as guardianship.

Protective Factors: Conditions in families and communities that, when present, increase the health and well-being of children and families. These attributes serve as buffers, helping parents to find resources, supports, or coping strategies that allow them to parent effectively, even under stress.

Risk Factors: Attributes commonly associated with maltreatment. Children in families and environments where these factors exist have a higher probability of experiencing maltreatment.

Background

HHS/ACF/ACYF/Children's Bureau

This section describes the organizational structure and mission of the government agency administering this grant program. The Department of Health and Human Services (HHS) is the Federal Government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves. Within HHS, the Administration for Children and Families (ACF) is the agency responsible for Federal programs that promote the economic and social well-being of families, children, individuals, and communities. The Administration on Children, Youth and Families (ACYF) administers national programs for children and youth; works with States, Tribes, and local communities to develop services that support and strengthen family life; seeks joint ventures with the private sector to enhance the lives of children and their families; and provides information and other assistance to parents. Many of the programs administered by ACYF focus on children from low-income families; abused and neglected children; children and youth in need of foster care, independent living, adoption, or other child welfare services; preschool children; children with disabilities; runaway and homeless youth; and children from Native American and migrant families.

The Administration on Children, Youth and Families will be focusing in the coming years on defining and improving the overall well-being of children and families served by the child welfare system. Well-being can be conceptualized as improvements in social and emotional functioning that allow children to be successful during childhood and into adulthood and ensuring families have the ability to create secure and responsive environments. Core components of well-being include having:

- Healthy Development (being on target developmentally and getting back on target when needed);
- Protective Mechanisms (self-regulation, coping, self-esteem, self-efficacy)
- Resiliency (healing, recovery, elasticity);
- Relational Competency (positive connections and attachments with peers and adults);
- Protective Factors (parental resilience, knowledge of parenting and child development, social connections, concrete support in times of need, child's social and emotional development).

These components are foundational to ensuring that children are successful at home, in school, at work and in the community now and as adults. It is important, however, that the core components of well-being be understood in the context of children who experience multiple adverse and traumatic life experiences as what is currently known about healthy development, protective mechanisms, relational competency and resiliency may not fully address the needs of this population of children. The work contemplated in this funding announcement is designed to not only test the effectiveness of Family Group Decision-making (FGDM) as a family-centered service approach that helps prevent children and youth from entering or re-entering foster care, but to also improve overall well-being in this particular context so that safety and permanency can be achieved.

Within ACYF, the Children's Bureau (CB) plans, manages, coordinates, and supports child abuse and neglect prevention and child welfare services programs. CB is the agency within the Federal Government that is responsible for assisting child welfare systems by promoting continuous improvement in the delivery of child welfare services. CB programs are designed to promote the safety, permanency, and well-being of all children, including those in foster care, available for adoption, recently adopted, abused, neglected, dependent, disabled, or homeless, and to prevent the neglect, abuse, and exploitation of children.

The purpose of CB programs is to promote strengthening of the family unit in order to help prevent the unnecessary separation of children from their families and encourage reunifying families, when possible, if separation has occurred. State and tribal child welfare systems are designed to deliver direct services that protect children who have suffered maltreatment, who are at risk for maltreatment, or who are under the care and placement responsibility of the State and/or Tribe because their families are unable to care for them. These systems also focus on securing permanent legal placement with families, such as reunification, guardianship, and adoption for children and youth who are unable to return home.

Information about CB programs can be found at:

<http://www.acf.hhs.gov/programs/cb>

Family Connection Grants Program

The Fostering Connections to Success and Increasing Adoptions Act of 2008 (Public Law 110-351) authorizes the Secretary to award competitive, matching grants to State, local, or tribal child welfare agencies and private nonprofit organizations that have experience in working with foster children or children in kinship care arrangements for the purposes of helping children who are in or are at risk of entering foster care reconnect with family members. On September 30, 2009, CB awarded a cluster of 24 Family Connection grants, for a 36-month project period, to initiate or expand programs in one, or any combination of, the four program areas identified in the funding legislation. Information on the funded grant projects can be found at:

<http://www.nrcpfc.org/grantees.html>

Grant programs funded under this FOA will be in the area of FGDM. Many child welfare agencies are

already offering FGDM services throughout the continuum of child welfare services. Grant projects funded under this FOA will focus on the use of FGDM in prevention efforts aimed at serving families with children at risk of entering or returning to foster care.

Through the use of FGDM meetings, children and youth who are at risk of entering or re-entering foster care can reconnect to family members in ways that will support the family in meeting their needs for safety, permanency, and well-being in the family home. For children and youth who have returned home after foster care, the potential benefit of reconnecting with family members is the development of improved relationships with parents and extended family members, which can help prevent their return to foster care. For these children and youth, as well as for those who have not yet entered foster care, reconnecting with family members may also mean identifying and developing relationships with family members who have not been a part of their lives in the past, especially fathers and paternal relatives. Through FGDM programs, new family connections can be tapped to engage and involve family members as a strategy to strengthen protective factors, reduce risk factors, and enable the child to remain in the home.

Programs funded under this FOA will identify and address a target population of children and youth at risk of entering or re-entering foster care and their families. These families may be served by family support or family preservation programs, may be receiving in-home services, or may have been diverted from the child welfare system by differential response/alternative response programs. Applicants may propose to initiate the use of FGDM with this target population or to expand or bring to scale an existing FGDM program which serves this population.

Programs Utilizing Family Group Decision-Making Meetings

FGDM models provide a respectful forum for family members to work together to identify needs and potential solutions that will support the safety, permanency, and well-being of their children.

A common component of FGDM models is a framework consisting of the following four main phases: (1) request to hold the FGDM meeting; (2) preparation and planning for the FGDM meeting; (3) family's participation in the actual meeting; and (4) any further planning after the FGDM meeting. Further elements of each phase may vary depending on the complexity of the case. Most of the models utilize a trained facilitator or coordinator.

During the FGDM meeting, participants identify and discuss issues related to the safety, permanency, and well-being of the child, and the strengths and needs of the family. Together, participants identify resource options to assist in the development and implementation of case plans:

- Formal resources: service options from child welfare agencies, community-based organizations, and other professional service providers; and
- Informal resources: options from family, friends, and any other community members.

Another component of several FGDM models is "private family time", which refers to the time during the meeting in which only family members, without input from the various service providers present, discuss the options available to them. This time can be used to discuss formal and informal resources, make decisions about the use of these resources and develop a plan which provides for the child's overall well-being. Some FGDM models use "private family time" with the presence of the case worker and additional services providers, while others do not.

FGDM as a Prevention Approach

The FGDM process is an approach used in preventing child abuse and neglect. Part of the prevention of child abuse and neglect is the promotion of protective factors, which research has shown is linked to a lower incidence of child abuse and neglect. These protective factors include nurturing and attachment; knowledge of parenting and of child and youth development; parental resilience; social connections; and concrete supports for parents. Many communities offer FGDM as an approach to work with families who have not come into contact with Child Protective Services, or who have been screened out. These

protective factors can be used in the FGDM process to help parents who have abused their children or who are at risk of abusing their children to find resources, supports, or coping strategies that allow them to parent effectively, even under stress. It is important to promote protective factors in the FGDM process as staff may be working with families dealing with stressors that could lead to abuse or neglect. Focusing on protective factors also helps service providers develop positive relationship with parents, and help parents to be part of the process as they draw on natural support networks within their family and community.

Effectiveness of FGDM

In 1990, Oregon was the first State to begin using the FGDM process. Since that time, various counties in at least 20 States have implemented a model of FGDM to engage families in the decision-making process for ensuring the safety, permanency, and well-being of their children. Many studies have included the various benefits of the FGDM process. For example, according to a study by Baumann, et al (2005) and review of the program evaluations included in 2003's *Protecting Children: Promising Results, Potential New Directions: International FGDM Research and Evaluation in Child Welfare*, the use of FGDM in several States has shown an approximate decrease between 10 percent and 17 percent of children in foster care, an approximate increase between 15 percent and 28 percent of children being placed with relatives, and an approximation of between 70 percent and 97 percent of children maintaining placements. More recent research also supports some of the benefits previously mentioned (significantly increased likelihood that children would be placed in kin foster homes, and be discharged to family or relatives), in addition to the presence of family-group-type permanency goals, and children exiting care faster (Pennell, Edwards, and Burford, 2010). However, more evaluative research is needed to assess long term outcomes.

Successes in the use of FGDM have been found to result from proper preparation, planning, and facilitation of the meeting, as well as ongoing family engagement during the family's involvement with the agency. The American Humane Association studied the Family Group Conference model and found that it is effective when linked to:

- Comprehensive preparation of participants, which results in consistently high numbers of family attendance and participation;
- Sharing of information to a wider group of decision makers and supporters, which results in a family's development of plans that create child safety;
- Combination of formal services and family supports, which results in improving the fit between case plans and family needs and encourages a family's commitment to each other; and
- Private family time, which promotes the family's leadership and role as a decision maker (Merkel-Holguin, Nixon and Burford, 2003).

In child welfare agencies, the traditional role and responsibility of the professional worker is to assess children's safety and the family's ability to provide children with a safe and stable environment, as well as to develop a case plan for children and their families during a child protective services investigation or while the child or youth is in foster care, or at risk of entering foster care. Families are not always considered integral participants in the case planning stages, but rather they are simply expected to agree with and execute the plan. This can lead to social work practice that is inflexible and seen as uncooperative by families. The traditional approach can also fail to consider or use the larger family system, which can provide a broader network to support the family's well-being, because families, more so than the worker, are familiar with their own needs and informal resource options. The larger family system should include the fathers and/or paternal relatives. Research supports that FGDM is effective in involving paternal relatives in case planning (Jenkins and Kinney, 2009). Focusing on the engagement of fathers and/or paternal relatives helps to develop more comprehensive case plans, and encourages a broader system change in how families are engaged.

FGDM encourages child welfare agency efforts in engaging families in the case planning process. Families that are empowered to actively participate with the child welfare system in matters concerning their children, such as with FGDM meetings, increase their sense of ownership and commitment to case

plans, which will more likely result in their follow through with decisions that enhance the lives of their children and themselves. A review of the research articles in 2003's *Protecting Children: Promising Results, Potential New Directions: International FGDM Research and Evaluation in Child Welfare* found that in numerous FGDM studies across the United States at least 89 percent of families were satisfied with most aspects of the FGDM process. The families reported feeling a sense of respect from the child welfare agencies and an appreciation for the family's influence on decision making. The FGDM experience can also empower families to make decisions that support their children's well-being in the future without the involvement of the child welfare system. Although more evaluative research is needed to assess long-term impacts, at least 73 percent of families who participated in FGDM do not experience subsequent reports of abuse or neglect and of the families that are re-reported, at least 87 percent have unsubstantiated allegations (*Protecting Children*, 2003).

Ensuring safety of all participants during the FGDM process is critical. When domestic violence is present or a potential concern, special precautions, including completing safety and risk assessments prior to meeting, are needed. It is also important to work closely with survivors in the planning, preparation, and implementation of the meeting process. Meetings should include domestic violence advocates whenever domestic violence is identified as warranted and with the consent of the survivor. In addition, when holding the meeting, it may not be appropriate for the survivor and the perpetrator to be present in the same room, in which case, the coordinator can plan for separate meetings. However, if the survivor decides not to follow through with the meeting, she/he should be assured of encountering no penalties from the agency. It is critical that the agency proceeds cautiously, adequately, and sensitively in the preparation and planning prior to the meeting. If safety cannot be assured, a meeting should not be held. The agency should also adequately train staff to work with families where domestic violence issues are present, as well as to collaborate with domestic violence workers, advocates, and agencies when preparing for the FGDM, and during the meeting, if needed. Guidance on how to implement FGDM within the context of domestic violence has been prepared by the Family Violence Prevention Fund and the Child Welfare Policy and Practice Group. (See references following.)

Findings from the Child and Family Services Reviews (CFSR)

Findings from Federal reviews of State child welfare systems have identified practice issues and themes related to needed improvement. Implementation of an approach like FGDM could have a positive impact on some of these areas. CB's approach to monitoring the performance of State child welfare systems by assessing outcomes for children and families is known as the Child and Family Services Reviews (CFSR). The CFSRs evaluate the effectiveness of the entire child welfare delivery system, including other key systems such as mental health agencies, the court system, and substance abuse treatment providers to ensure positive outcomes for children and their families.

The guiding principles of the CFSR are:

- Family-centered practice;
- Community-based services;
- Individualized services to meet the unique needs of children and families; and
- Strengthened parental capacity to protect and provide for their children.

Guided by these principles, CFSRs assess outcomes of services provided to children and families by State child welfare agencies and the systemic factors that impact State agencies' ability to achieve positive outcomes.

Compiled results from the first round of CFSRs revealed that only six States met the Federal criteria established to demonstrate substantial conformity with Safety Outcome 2: *Children are safely maintained in their homes when possible*. Further, CB found that no States met the Federal criteria necessary to achieve substantial conformity with Well Being Outcome 1: *Families have enhanced capacity to provide for children's needs*. With regard to specific items reviewed within these outcomes areas, in-home cases were significantly less likely than foster care cases to be rated as "Strengths." Consequently, this

performance contributed to poorer outcomes for in-home cases in the areas of safety and well-being for children, youth, and families overall.

In September 2010, CB concluded the second round of CFSRs, including all 50 States, the District of Columbia, and Puerto Rico. The compiled results of the CFSRs conducted in 32 States during fiscal years 2007 and 2008 revealed a continuing need for knowledge regarding effective practices such as FGDM meetings as a means to support improvement in safety planning, child and family involvement in case planning, assessment of needs, and provision of services and supports for children, youth, and parents. State-level data from the 32 States reviewed identified the following:

- Item 17, *Assessing and addressing the needs and services of children, parents, and foster parents* was rated a strength at a mean rate of 50 percent (low: 29 percent, high: 69 percent); and
- Item 18, *Child and family involvement in case planning* was rated a strength at a mean rate of 52 percent (low: 27 percent, high: 75 percent).

Further information can be found in "Results of the 2007 and 2008 Child and Family Services Reviews", a PowerPoint presentation, that provides an overview of the compiled results of the Child and Family Services Reviews conducted during fiscal years 2007 and 2008. Major strengths, key challenges, and important associations identified across outcome areas, systemic factors, and National Standards are explored.

http://www.acf.hhs.gov/programs/cb/cwmonitoring/results/agencies_courts.pdf

Refer to *Section IV. 2, The Project Description, Part II: General Instructions for Preparing a Full Project Description, Approach*.

FGDM linkages with CFSRs

CB expects that the demonstration projects funded under this FOA will produce new knowledge that will assist the child welfare field to effectively incorporate FGDM into practice and inform the policy-making process. The collective experience and findings of these grant projects can be beneficial to States that are addressing these practice areas in their CFSR Program Improvement Plans (PIPs) in an effort to improve outcomes for children and families.

FGDM, with its various models, has been identified as an important strategy in improving practices and outcomes related to engagement and/or planning with family members, especially fathers. In some States, FGDM is mandatory when the child is at risk of being removed from the home. For instance, FGDM is a strategy in working with families with the goal of determining safety plans to enable the child or youth to remain safely with the family instead of entering the foster care system. When children must be removed from the home, FGDM can be used to develop a plan with the family for the temporary care of the child by relatives to prevent foster care placement. Further, many States are also addressing the need for improved practices in assessing needs of families, providing individualized services, stabilizing placements, and preserving family connections through FGDM.

In examining qualitative themes using case-level data from the CFSR reviews of 32 States in 2007-2008, strategies of the top three performing metro sites related to Item 17 included utilizing "formal team meetings", and those related to Item 18 included using "family-centered and strengths-based approaches (team meetings, mediation)" to build effective working relationships.

The States and Territories are required to submit PIPs to address areas that are not in conformity, and some States are implementing some form of FDGM in their PIPs.

References

Baumann, D.J., Tecci, M., Ritter, J., Sheets, J., and Wittenstrom, K. (2005). *Family Group Decision-Making: State Two: Preliminary Evaluation*. Texas. Texas Department of Family and Protective Services.

Carter, L. S. (2003). *Family Team Conferences in Domestic Violence Cases, Guidelines for Practice*. Family Violence Prevention Fund and Child Welfare Policy and Practice Group. Produced by Family Violence Prevention Fund, San Francisco, CA.

Jenkins, M. and Kinney, E. (2009). Dads and Paternal Relatives: Using Family Group Decision Making to Refocus the Child Welfare System on the Entire Family Constellation. *American Humane FDGM Issues in Brief*.

Merkel-Holguin, L., Nixon, P., and Burford, G. (2003). Learning with Families: A Synopsis of FGDM Research and Evaluation in Child Welfare. *Protecting Children*, 18, (1&2).

Pennell, J., Edwards, M., and Burford, G. (2010). Expedited family group engagement and child permanency. *Children and Youth Services Review* 32, (1012-1019).

A Professional Publication of American Humane Association. (2003). *Protecting Children*, 18(1&2).

A professional Publication of American Humane Association, the FGDM Guidelines Committee. (2010). *Guidelines for Family Group Decision Making in Child Welfare*. A Professional Publication of American Humane Association. *King in Child*

Useful Links

Family Group Decision-Making

- Child Welfare Information Gateway - Family Group Decision-Making

<http://www.childwelfare.gov/systemwide/assessment/approaches/family.cfm>

- National Resource Center for Permanency and Family Connections at the Hunter College School of Social Work - Family Group Conferencing & Family Group Decision Making

http://www.hunter.cuny.edu/socwork/nrcfcpp/info_services/family-group-conferencing.html

Protective Factors

- Child Welfare Information Gateway - Protective Factors

<http://www.childwelfare.gov/can/factors/protective.cfm>

- "Strengthening Families and Communities: 2011 Resource Guide"

<http://www.childwelfare.gov/preventing/preventionmonth/guide2011/index.cfm>

Program Requirements

Under the provisions of the Fostering Connections to Success and Increasing Adoptions Act of 2008, grants are authorized for FGDM meetings for children in the child welfare system that:

- Enable families to make decisions and develop plans that nurture children and protect them from abuse and neglect; and
- When appropriate, shall address domestic violence issues in a safe manner and facilitate connecting children exposed to domestic violence to appropriate services, including reconnection with the abused parent when appropriate.

Grant projects funded under this FOA will test the effectiveness of FGDM as a family-centered service approach that helps prevent children and youth from entering or re-entering foster care, thereby reducing the time that these children and families are involved with the child welfare system. Projects will use FGDM meetings to engage families in building capacity to meet their children's needs by strengthening protective factors and reducing risk factors, and addressing related domestic violence, mental health, and substance abuse issues.

Successful applications under this FOA will:

- Implement FGDM as a component of a strong system of services to support family connections;
- Establish identifiable demonstration sites that other States/locales seeking to implement family connection services for this population can look to for guidance, insight, and possible replication;
- Conduct a rigorous evaluation of the project; and
- Disseminate information regarding the knowledge developed by the project.

Description of Effort

See *Section IV.2 The Project Description*.

Evaluation

Grantees will evaluate the effectiveness of their FGDM program in helping children and youth who are at risk of entering or re-entering foster care in order for them to remain in their homes and to ensure that their safety, permanency, and well-being needs are met. Grantees will design and implement a site-specific evaluation plan, and will participate fully in the cross-site evaluation effort that relates to this FOA. The site-specific evaluation should be designed to provide meaningful feedback to grantees to support improvement throughout the implementation process and to demonstrate potential linkages between project activities and improved outcomes.

Grantees will be expected to capture details about their implementation approach, to measure the extent to which the FGDM model is being practiced with fidelity, and to assess the degree to which behaviors, capacities, connections, and/or well-being of FGDM participants change. Evaluations must also examine whether participation in the FGDM program results in improved safety and permanency. The findings from the evaluation are intended to provide the child welfare field with useful information about the implementation of the FGDM program and the potential effects of FGDM in prevention approaches on outcomes for children and families. The outcomes component will use a sufficiently rigorous approach to measure differences in outcomes for children and families that participate in the FDGM model and those that do not.

Refer to *Section IV. 2, The Project Description, Part II: General Instructions for Preparing a Full Project Description, Evaluation*.

General Guidelines

In their evaluation plans, applicants are expected to:

- Allocate sufficient funds to support the site-specific evaluation of their projects and their participation in the Family Connection cross-site evaluation. Funds for evaluation must appear in the budget, and applicants must state the percentage of the total budget that will be allocated to evaluation;
- Present a plan to conduct a cost analysis. Given the scarce resources available for child welfare programs and the push to establish cost efficiency measures, programs funded under this FOA are expected to conduct a cost analysis that will provide State, local and Tribal policy makers with the information they need to make more thoughtful decisions about resource allocation in their communities. Factors to be considered in this analysis may include, but are not limited to, staff caseloads, supervisor to worker ratios, cost per family or unit of service, training, and consultation costs; and
- Make project products and findings available, in forms that can readily be used by the CB Training and Technical Assistance Network in its work with State and Tribal child welfare systems.

Grantees will regularly update their Federal project officer about ongoing evaluation activities and findings in required progress reporting and provide CB with a written report at the end of the project. Grantees in collaboration with each other, their State and Tribal partners, CB, and any applicable national evaluation contractor(s) may produce a comprehensive evaluation report at the conclusion of the project period and present findings to CB and other stakeholders.

Collaboration

Expectations of non-profit organization applicants:

If the primary applicant responsible for administering the grant is a non-profit organization, the applicant must document a strong partnership with the public child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s). This documentation should include the following:

- Letter(s) of commitment or Memoranda Of Understanding (MOUs) from the relevant public child welfare agency(ies), which describe, in detail, the roles and responsibilities of the project partners;
- Evidence that the relevant public child welfare agency(ies) fully understand and are fully committed to the proposed project, and demonstrate a willingness to be fully engaged in the activities that are described in the application; and
- Evidence that the relevant public child welfare agency(ies) will follow through on these commitments, regardless of changes in administration, economic status, or other foreseeable factors.

Demonstration Projects

Activities funded under this FOA are demonstration projects. At CB a demonstration project is one that puts into place and tests new, unique, or distinctive approaches for delivering services to a specific population.

Demonstration projects may test whether a program or service that has proven successful in one location or setting can work in a different context. Demonstration projects may test a theory, idea, or method that reflects a new and different way of thinking about service delivery. Demonstration projects may be designed to address the needs of a very specific group of clients or focus on one service component available to all clients. The scope of these projects may be broad and comprehensive or narrow and targeted to specific populations. A demonstration project must:

- Develop and implement an evidence-based model with specific components or strategies that are based on theory, research, or evaluation data; or replicate or test the transferability of successfully evaluated program models;
- Determine the effectiveness, costs, and benefits of the model and its components or strategies using a rigorous evaluation approach;
- Disseminate strategically and effectively by collaborating with other projects in the grant cluster to establish goals, identify and engage with target audiences; by producing detailed procedures, materials, and other products based on the programs evaluations; and by distributing information about project activities, products, and findings; and
- Contribute to and promote evidence-based strategies, practices, and programs that may be used to guide replication or testing in other settings.

Working with Other CB Discretionary Grant Projects

CB currently funds approximately 300 discretionary grants projects in over 50 different program areas. Through their work with a broad spectrum of populations within the child welfare arena, discretionary grantees develop a wealth of knowledge across numerous program areas. Applicants are strongly encouraged to utilize the knowledge being developed by CB discretionary research and demonstration projects, including current Family Connection grant projects, when developing proposals in response to this funding announcement.

For more information on CB discretionary grant programs, please see:

http://www.acf.hhs.gov/programs/cb/programs_fund/index.htm#disc and

http://library.childwelfare.gov/cbgrants/ws/library/docs/cb_grants/GrantHome

Information on the funded Family Connection grant projects can be found at:

Dissemination

CB expects that information and knowledge generated by these grant projects will be shared with the field and efforts will be made to integrate project knowledge into policy and practice. Grantees will be expected to disseminate strategically and effectively, so their project information and knowledge is received by key target audiences and used as intended to achieve identified dissemination goals. This will include both individual project dissemination of individual project products and findings AND cluster dissemination of cross-cluster products and findings.

Grantees will be expected to work throughout their projects with Federal Project Officers, the CB Training and Technical Assistance Network, and other grantees in the cluster to:

- Finalize individual and cluster-wide dissemination goals and plans;
- Identify and engage with target audiences for dissemination;
- Produce detailed procedures, materials, and other products based on the program evaluation; and
- Develop and disseminate summarized/synthesized information about the project.

Grantees are expected to disseminate strategically and incorporate dissemination activities into their work. Their dissemination activities will focus on key target audiences, for specific purposes, understanding what they need to know, and effectively getting this information to them. Projects will disseminate their individual project products and findings AND work with the other projects in this grant cluster to disseminate cross-cluster products and findings. Projects will disseminate at appropriate times. They will evaluate the extent to which their target audiences have received project knowledge and used it as intended, and assess the long term impact of dissemination. They will allocate sufficient staff time and budget for dissemination.

Additional Project Requirements

The applicant's signature on the application constitutes its assurance that it will comply with the following requirements:

- Have the project fully functioning within 90 days following the notification of the grant award;
- Participate fully in the cross-site evaluation and a technical assistance contract that relates to this funding announcement;
- Submit all performance indicator data, program, evaluation, and financial reports in a timely manner, in the required formats (see *Section VI.3 Reporting*). CB prefers and will accept the interim and final reports and attachments on disk or electronically using a standard word-processing program; however, grantees are required to provide the original and two copies of performance progress and final reports;
- Submit an original and two copies of the final report, the evaluation report, and any program products to CB within 90 days of project end date;
- Acknowledge that CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their grant projects.
- Include the following notice with all grantee materials, products, publications, news releases, etc.:
Funded through the Department of Health and Human Services, Administration for Children and Families, Children's Bureau, Grant # _____.
- Archive data from the program evaluation with the National Data Archive on Child Abuse and Neglect within 90 days of the termination of Federal funding for the project. The applicant's Institutional Review Board and research participants should be made aware that the data from the project will be archived and made available to other researchers after personal identifiers have been removed. Archiving will involve providing individual respondent data in electronic form and the accompanying documentation, including the codebook, the final report, and copies of the research instruments, as appropriate. A manual describing the guidelines of the Archive, *Depositing Data with the National Data Archive on Child Abuse and Neglect: A Handbook for Investigators*, is

available from the Archive directly at the Family Life Development Center, MVR Hall, Cornell University, Ithaca, NY 14853 (phone: (607) 255-7799), from the Archive website at <http://www.ndacan.cornell.edu> or from the Child Welfare Information Gateway website at <http://childwelfare.gov>;

- Allocate sufficient funds in the budget to provide for the project director, the evaluator and key partners, including the local or State child welfare agency partner if the grantee is a private organization, to travel to Washington, DC to attend: Early Kickoff Meeting for grantees funded to be held within the first 3 months of the project (**first year only**); and Annual 3-day Grantees Meeting, usually held in the spring;
- Use the funds provided under this announcement only for the purposes specified in the application submitted to and approved by the Secretary;
- Establish fiscal control and accounting procedures to ensure proper disbursement and accounting of Federal funds; and
- Submit reports on the utilization, cost, and outcome of activities conducted, and services furnished, as described in *Section VI.3. Reporting* of this announcement (Award Administration Information).

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$3,300,000
Expected Number of Awards:	6
Award Ceiling:	\$550,000 Per Budget Period
Award Floor:	\$0 Per Budget Period
Average Projected Award Amount:	\$550,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

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

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

- State governments
- County governments
- City or township governments
- Native American tribal governments (Federally recognized)
- 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

The Social Security Act, Sec. 427(a) identifies eligible applicants as "State, local, or tribal child welfare agencies, and private nonprofit organizations that have experience in working with foster children or children in kinship care arrangements". If the applicant is a private organization, documentation of support from the relevant local or State child welfare agency or a description of how the organization

plans to coordinate its services and activities with those offered by the relevant local or State child welfare agency is required.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351)**

Grantees must provide at least 25 percent of the total approved cost of the project for the first 2 years of the project period, and 50 percent of the total approved cost of the project in the third year of the project period. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in the first year of the project period, in order to meet the match requirements, a project requesting \$550,000.00 in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least \$183,333.00, which is 25 percent of total approved project cost of \$733,333.00. No more than 50 percent of the non-Federal share may be in-kind. Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Cost-sharing will not be used as a preference and/or evaluation criterion in the review of applications.

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

III.3. Other

Collaborative efforts are strongly encouraged, but applicants must identify a primary applicant responsible for administering the grant. If the primary applicant responsible for administering the grant is a non-profit organization, the applicant must document a strong partnership with the public child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s).

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3*.

Submission Dates and Times, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the [Grants.gov Forms Repository](http://Grants.gov) website.

CB Operations Center

c/o Lux Consulting Group

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Phone: (866) 796-1591

Email: cb@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information*.

Each application that is mailed or hand delivered must contain the following items in the order listed:

Application for Federal Assistance. (Standard Form (SF) SF-424, SF-424A and SF-424-B). Follow the instructions that accompany the forms and those in *Section IV.2, Content and Form of Application Submission, Application Review Information*.

Certifications/Assurances. See *Forms, Assurances, and Certifications*, below.

Table of Contents. List the major sections of the application, and show the page that each section begins on.

Project Summary/Abstract (one page maximum, single spaced). See *Section IV.2, Project Description*. Care should be taken to produce a summary/abstract that accurately and concisely reflects the proposed project.

The Project Description. Applicants should organize their project description in this sequence: 1) Objectives and Need for Assistance; 2) Approach; 3) Evaluation; 4) Organizational Profiles; and 5) Budget and Budget Justification.

Budget and Budget Justification. Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Indirect Charges. If claiming indirect costs, provide documentation that the applicant currently has an indirect cost-rate approved by HHS or another cognizant Federal agency.

Third-Party Agreements. If applicable, 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. Note: General letters of support not expressing specific commitments are not required and will not be considered by reviewers under the evaluation criteria.

Staff and Position Data. Include job descriptions and *curriculum vitae/resumes* for proposed project staff.

Page Limit. The length of the application package, **excluding required Standard Forms**, may be less, than but must not exceed, 100 pages. This includes, but is not limited to, table of contents, project summary, project description, budget/budget justification, supplemental documentation, proof of non-profit status, letters of agreement, MOUs, resumes, CVs, and any other pages included in the application package. All pages of the application package must be sequentially numbered, beginning with page one. All pages of each application, **excluding required Standard Forms**, will be counted to determine total length. All pages exceeding the 100-page limit will be removed and will not be considered in the reviewing process. A cover letter and general letters of support are not required. Applicants are reminded that if a cover letter and general letters of support are submitted, they will count towards the 100-page limit.

General Content and Form Information. To be considered for funding, each application must be submitted with the Standard Federal Forms and must follow the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the award.

The project description must be typed and double-spaced on a single side of 8.5 x 11 inch plain white paper with at least 1-inch margins on all sides, using black print with 12-point size Times New Roman font.

For charts, budget tables, supplemental letters, and documents, applicants may use a different point size and font, but no less than 10-point size and single spaced.

Applicants that deviate from these format and page limit requirements risk having pages removed from their applications.

All copies of an application must be submitted in a single package. A separate package must be submitted for each funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

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 subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal Government for review.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of and support the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and CB's interest in each topic and to address and follow all of the evaluation criteria in ways that demonstrate this understanding. Applications that do not clearly address the evaluation criteria or program requirements generally receive very low scores and are rarely funded.

CB's website (<http://www.acf.hhs.gov/programs/cb>) provides a wide range of information and links to other relevant websites. Before preparing an application, applicants can learn more about CB's mission and programs by exploring the website.

Logic Model.

Refer to Section IV.2, The Project Description, Additional Requirements

Evaluation. Project evaluations are very important. If the applicant does not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, then CB advises that the applicant contract with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. In either case, it is important that the evaluator has the necessary independence from the project to ensure objectivity. A skilled evaluator can help develop a logic model and assist in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of the proposed project. Additional assistance may be found in a document titled "Program Manager's Guide to Evaluation." A copy of this document can be accessed at http://www.acf.hhs.gov/programs/opre/other_resrch/pm_guide_eval/index.html

Protection of Human Subjects. General information about the HHS Protection of Human Subjects regulations can be obtained at <http://www.hhs.gov/ohrp/>. Applicants may also contact the Office for Human Research Protections (OHRP) by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

Organizing the Application. Reviewers will use the specific evaluation criteria in *Section V.* of this funding announcement to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants should organize their project description in this sequence: (1) Objectives and Need for Assistance; (2) Approach; (3) Evaluation; (4) Organizational Profiles; and (5) Budget and Budget Justification. The applicant must use the same headings as these criteria, so that reviewers can readily find information that directly addresses each of the specific review criteria.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Central Contractor Registration (CCR)	Required for all applicants.	Required for all applicants.
DUNS Number (Universal Identifier)	Required for all applicants.	Required for all applicants.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.

<p>SF-424A - Budget Information - Non-Construction Programs</p> <p>SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission required for all applicants when applying for a non-construction project by the application due date.</p>	<p>Required for all applications when applying for a non-construction project .</p>
<p>Assurance</p>	<p>Submission required of all applicants prior to award.</p>	<p>By signing the application, the applicant provides an assurance that the entity will cooperate fully with any evaluation provided for by the Secretary.</p>
<p>Certification Regarding Lobbying</p>	<p>Submission required of all applicants prior to award.</p>	<p>Required for all applications.</p>
<p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p>	<p>If applicable, submission is due prior to award.</p>	<p>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. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.</p>
<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Submission is voluntary. Submission may be made with the application or prior award.</p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.</p>
<p>Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)</p>	<p>Submission required prior to award.</p>	<p>Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html.</p>

Additional Assurances and Certifications

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

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.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants and sub-recipients must have a DUNS number (Data Universal Numbering System) at the time of application in order to be considered for a grant or cooperative agreement. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov. A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR 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 DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made 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, the OPDIV:

- 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.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of

the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. 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

ACF is particularly interested in specific 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.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1.* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

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 and limited to one page in length.

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 or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

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.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Applicants under this FOA will present a well-documented plan for implementing or expanding a model of FGDM which engages and empowers families who are involved in the child welfare system to take an active role in developing plans and making decisions that support the safety, permanency, and well-being of their children. Programs will:

1. Promote family-centered, family strength-oriented, culturally based and community-based practice;
2. Be designed to strengthen protective factors and reduce risk factors for child maltreatment (risk factors include, but are not limited to issues related to domestic violence and parental mental health and substance abuse; lack of social support; high stress in the family; inappropriate discipline; and poor parenting skills); and
3. Test the effectiveness of an FDGM approach in preventing out-of-home placement and reducing the length of time a family is involved in the child welfare system.

When designing their projects, applicants should:

1. Define and identify the service area, the characteristics of the target population, and anticipated numbers to be served by presenting an analysis of local data;
2. Clearly describe the components of the FGDM approach to be implemented and how that approach will meet the needs of the target population;
3. Present a strong plan for developing or enhancing a logical continuum for meetings in systems where multiple models of FGDM exist;
4. Describe the current state of the service delivery system, including the degree to which family-centered practice and FGDM are integrated into the system;
5. Achieve effective engagement and involvement of family members, including fathers and paternal relatives and children or youth if appropriate, in the planning and development of diversionary or case plans; address barriers and obstacles to the involvement of family members;
6. Develop or enhance a strong plan of collaboration with and commitment from various community organizations, including the building of partnerships with community and faith-based organizations, in order to a) offer an array of services that meet the family's needs; b) identify community-based agencies that are in close proximity to where the family resides and can provide meeting space for FGDM meetings; and c) adequately address safety needs when working with families where there is a co-occurrence of domestic violence, including engaging and collaborating with a domestic violence community agency and/or batterer intervention programs;
7. Ensure that the agency, or collaborating agency has the capacity to support the proposed FGDM program;
8. Determine the criteria for referring a case to FGDM, while keeping in mind the unique needs and circumstances of the target population and community;
9. Secure the safety of participants during FGDM meetings, especially in the context of domestic violence, including methods used to conduct a thorough safety and risk assessment prior to a meeting; methods used to ensure safety of all participants during the meeting, while still involving all necessary family members, including the use of separate meetings if necessary; and methods to access expertise in domestic violence intervention, i.e., whether FGDM coordinators will obtain thorough domestic violence training prior to implementation; or the agency will employ the services of an individual with specialized knowledge, skills, and expertise in domestic violence; or both;
10. Ensure that the agency or collaborating agencies will maintain and respect confidentiality during the planning, preparation, and implementation of meetings. This may include the development of a Memoranda of Understanding among agencies to share appropriate family information in order to improve the case plan;
11. Identify and address agency or system barriers and obstacles to the implementation or the expansion of the proposed FGDM program, including necessary supports for participating agency staff;
12. Address workload issues to balance regular workload and FGDM workload, which can be time consuming, by strategies such as utilizing caseworkers as the coordinators/facilitators of FGDM, using external coordinators who do not handle regular agency caseloads, or other strategies;
13. Assess and strengthen family protective factors through the FGDM process;
14. Consider and address how meetings with youth might differ from meetings with younger children;
15. Access expertise in identifying and addressing mental health and substance abuse issues;
16. Identify and implement strategies to support integration of the FGDM model into policy and practice; and
17. Ensure FGDM is a process and way of practice rather than disconnected meetings.
18. Demonstrate familiarity with the CFSR process in their service area, by identifying relevant practice issues and themes related to needed improvement in their State, where implementation of an approach like FGDM could have a positive impact. The design of the proposed project should support development of knowledge regarding the use of effective FGDM meetings as a means of addressing areas for improvement identified by the CFSR process in their State, such as safety planning, child and family involvement in case planning, assessment of needs, and provision of services and supports for children, youth, and parents. Information regarding the CFSR process,

reports, and results from both rounds of reviews can be found at:

<http://www.acf.hhs.gov/programs/cb/cwmonitoring/index.htm>

19. Document organizational capacity to plan and implement an effective FDGM program, providing assurances and/or Memoranda of Understanding with public or private child welfare agencies and other key agencies and organizations, including domestic violence programs, substance abuse treatment, and mental health services;
20. Specify how they will maintain the involvement of family, community organization/partners and other professional agencies and organizations on an ongoing basis in the planning, preparation, and implementation or expansion of the proposed FGDM program; specify how they will approach sustainability planning in order to continue the proposed program at the conclusion of Federal funding; and

Additional Requirements:

Under the Fostering Connections to Success and Increasing Adoptions Act of 2008, (Pub.L. 110-351, Sec. 102(a)), Sec. 427 of the Social Security Act, applications shall contain such information as the Secretary may require, including:

1. A description of how the grant will be used to implement one or more of the activities described in subsection (a), identified in this announcement in Section I, Program Requirements;
2. A description of the types of children and families to be served, including how the children and families will be identified and recruited, and an initial projection of the number of children and families to be served;
3. If the entity is a private organization:
 - Documentation of support from the relevant local or State child welfare agency; or
 - A description of how the organization plans to coordinate its services and activities with those offered by the relevant local or State child welfare agency.

Grant funds must not supplant other State or local funds currently dedicated to these services.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

Applicants should propose a rigorous plan for the site-specific evaluation of this initiative. Experimental designs involving random assignment to treatment and control groups are the preferred method for determining the intervention impacts. An applicant may propose another type of evaluation research design, but must include an adequate description and justification that the proposed design is the most rigorous design possible for addressing the questions of interest.

Guided by a logic model for the project, the evaluation will include both process and outcome evaluation components. The process evaluation will assess the implementation of the project, as well as the linkages between the collaborative partners that will help ensure that identified needs of children and families are met. Examples of process evaluation questions to be addressed are:

1. What are the characteristics of the children, youth and family members involved in FGDM?
2. What model of FGDM is being put into practice and what activities and services are being

implemented?

3. Are the implementation activities occurring as planned and how well are they being completed?
4. Is collaboration with key partners occurring and have there been changes in these relationships?
5. Is the FGDM model being practiced with fidelity?
6. How is the FGDM process impacting overall practice in the child welfare system?

The applicant will identify outcome evaluation questions related to participants, organizations and systems. Questions will address receipt of appropriate services, changes in behavior or capacity, and changes in family connections. Examples are:

1. Does FGDM participation result in a greater likelihood of child and family needs being correctly identified?
2. Does FGDM participation result in a greater likelihood of appropriate services being provided to match the identified needs (including in areas such as domestic violence, substance abuse and mental health)?
3. Does FGDM participation result in increases in specifically targeted individual/family-level capacity, knowledge, resilience and protective factors and/or reduction of risk factors?
4. Does FGDM result in expanded or stronger family connections, including with fathers and paternal relatives?
5. Does FGDM result in increased family stability?
6. Does FGDM result in fewer episodes of repeat maltreatment and entry into foster care?

Outcome evaluation questions will also assess relevant child welfare outcomes identified in CFSRs, addressing those areas in the following list that are most applicable to the project:

1. Services to families to maintain the child or youth safely in the home to prevent entry or re-entry into foster care; assessment of risks and safety management (as defined by CFSR Safety Outcome 2, Items 3 and 4);
2. Assessment of needs and provision of services to children, parents and foster parents (as defined by CFSR Well-Being Outcome, Item 17);
3. Level of engagement of children, youth and family members in case planning to enhance family capacity to provide for children's needs, including educational, physical and mental health needs, (as defined by CFSR Well-Being Outcome 1, Item 18; and Well-Being Outcomes 2 and 3, Items 21, 22 and 23; and
4. Foster care re-entry rates of children and youth served by the program (as defined by CFSR Permanency Outcome 1, Item 5).

The applicant may identify additional CFSR outcomes that may yield substantive and useful information specific to its program area.

For access to the CFSR On-Site Review Instrument and definitions of terms therein, applicants are directed to

http://www.acf.hhs.gov/programs/cb/cwmonitoring/tools_guide/onsitefinal.htm

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

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.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Logic Model

Applicants are expected to use a model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements

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.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

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.

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, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of 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 staff to attend ACF-sponsored workshops 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 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 organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as 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.

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 thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

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, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. 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 delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, 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.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

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.

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

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. 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

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants and sub-recipients must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants, and sub-recipients are required to have CCR registration in order to apply for Federal grants and cooperative agreements.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.

- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy 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 Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

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.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/27/2011**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to 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 submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

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

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as

late and will be disqualified.

- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.
- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

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

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

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.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver spring, MD 20910

Hand Delivery

CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver spring, MD 20910

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

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: 20

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

1. The applicant demonstrates an understanding of the requirements of the Fostering Connections legislation and how the proposed project will contribute to meeting those requirements;
2. The applicant identifies and demonstrates a clear understanding of key issues related to family group decision-making;
3. The applicant demonstrates a thorough understanding of the need for knowledge in the field about a) the effectiveness of FGDM as an approach to prevent child maltreatment and the entry or re-entry of children and youth into foster care; b) the importance of family connections, and what works in family engagement; and c) considerations in working with families with issues of domestic violence, substance abuse, or mental health;
4. The applicant clearly identifies the population to be served by the project as families with children and youth at risk of entering or re-entering foster care, and thoroughly describes the needs of this target population;
5. The proposed project responds appropriately to the needs of this target population;
6. The estimated number of children and families to be served by the project is reasonable and appropriate;
7. The applicant demonstrates knowledge of the protective factors and their importance in the FGDM process;
8. The geographic location to be served by the project is clearly defined and justified based on factors such as the key socioeconomic and demographic characteristics of the targeted community as they relate to the selected program area(s);
9. The application describes significant results or benefits that can be expected for children, youth, families and kin;
10. The applicant demonstrates an understanding of the purposes of CFSRs and the relationship of the proposed grant program to the achievement of safety, permanency, and well-being outcomes for children;
11. The application presents a thorough review of the relevant literature that reflects a clear understanding of the research on best practices and promising approaches as it relates to the proposed project; sets a sound context and rationale for the project; and provides evidence that the proposed project is innovative and, if successfully implemented and evaluated, likely to contribute to the knowledge base of the selected program area(s);
12. The application presents a clear vision for the proposed project to be developed and implemented. The applicant makes a clear statement of the goals (end products of an effective project) and objectives (measurable steps for reaching these goals) of the proposed project; and these goals and objectives closely relate to the purposes of this funding announcement;
13. The lessons learned through the proposed project would benefit policy and practice in addressing the needs of the target populations as described in this funding announcement.

APPROACH

Maximum Points: 35

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

1. The applicant demonstrates how it will engage and involve the family, including the child and youth if appropriate, in the planning and development of diversionary or case plans. The application outlines a sound plan for increasing family connections through the recruitment and engagement of family members, including fathers and paternal relatives, to participate in FGDM and identifies solutions to any barriers and obstacles to the involvement of family members;
2. The applicant demonstrates how it will effectively address the safety needs of children and families when working with families where there is a co-occurrence of domestic violence,

including methods used to conduct a thorough safety and risk assessment, methods used to ensure the safety of all participants during the meeting, and a plan to access expertise in domestic violence intervention for both training and on-going implementation of the program;

3. The applicant demonstrates a strong plan of collaboration with and commitment from various community organizations, partners, and professional organizations, in order to a) plan, prepare, and implement or expand the proposed FGDM program; b) offer an array of services that meet the family's needs; and c) identify community-based agencies that are in close proximity to where the family resides that can provide meeting space for FGDM meetings;
4. This plan includes, where appropriate, Letters of Commitment and/or MOUs from identified community partners;
5. The applicant presents a strong plan for how the agency or collaborating agencies will maintain and respect confidentiality during the planning, preparation, and implementation of meetings. This may include the development of a Memoranda of Understanding among agencies to share appropriate family information in order to improve the case plan;
6. The applicant clearly describes the criteria to be used for referring a case to FGDM, while addressing the unique needs and circumstances for the target population and community;
7. The applicant identifies agency barriers and obstacles to the implementation or expansion of the proposed FGDM program; offers a clear plan to provide the necessary supports for participating agency staff; and provides a clear description of the strategies to be implemented to address workload issues, including balancing regular workload and FGDM workload;
8. The applicant presents a strong plan to disseminate strategically and incorporate dissemination activities into their work in order that information and knowledge generated by the project will be shared with the field and efforts will be made to integrate project knowledge into policy and practice;
9. The applicant provides a clear and reasonable timeline (including a timeline chart) and narrative for implementing the proposed project, including major milestones and target dates. The timeline is comprehensive and reasonable and includes a description of factors that could speed or hinder the implementation and how these factors would be managed;
10. The design of the proposed project reflects up-to-date knowledge from research and literature. The proposed project is innovative and involves strategies that build on, or are an alternative to, existing strategies;
11. There will be a strong relationship between the proposed project activities and improved outcomes for children and youth who are in, or at risk of entering, foster care; and
12. The proposed project will provide culturally competent services to the target population.

EVALUATION

Maximum Points: 20

In reviewing the evaluation plan, reviewers will consider the extent to which it is expected to yield findings which show that the project has achieved its stated objectives and that the accomplishment of objectives can be attributed to the project. Reviewers will consider how well or to what extent:

1. The applicant presents a reasonable, preliminary, site-specific evaluation plan that can be expected to provide regular, meaningful feedback for project improvement;
2. If not utilizing a randomized control approach, the applicant provides an adequate description and justification that the proposed evaluation design is the most rigorous design possible for addressing the questions of interest;
3. The applicant proposes a rigorous, realistic, and feasible design appropriate to the population, proposed intervention, and potential comparison groups:
 - Preliminary process evaluation design is likely to support meaningful improvement, successful implementation, and strong model fidelity;
 - Preliminary outcome evaluation design is sufficiently rigorous to provide credible evidence about

- the effects of the FGDM model on outcomes;
- Sufficient resources are allocated to the evaluation activities to implement a design with appropriate comparison group(s), to include process and cost evaluation components, and participate fully in a cross-site evaluation;
- The design matches the timeline for the 36-month project period;
- The evaluator(s) proposed demonstrates a level of expertise and experience with previous experimental studies;
- Appropriate outcomes are identified that link fidelity to FGDM to services, individual change, connections, and safety/permanency; and
- Evidence is provided that commitments have been secured to access administrative child welfare data necessary to track child welfare outcomes;

In addition, reviewers will consider how well or to what extent:

1. The evaluation plan is likely to yield substantive and useful information on the level of coordination between the proposed project and other programs with similar systems/services, or that serve the same population;
2. The applicant presents a reasonable plan to evaluate the extent to which their target audiences have received project knowledge and used it as intended, and to assess the long term impact of dissemination;
3. The evaluation plan is likely to yield substantive and useful information on those CFSR outcomes listed below, or other CFSR outcome indicators, that are most applicable to the applicant's project:
 - Services to families to maintain the child or youth safely in the home to prevent entry or re-entry into foster care; assessment of risks and safety management (as defined by CFSR Safety Outcome 2, Items 3 and 4);
 - Assessment of needs and provision of services to children, parents, and foster parents (as defined by CFSR Well-Being Outcome, Item 17);
 - Level of engagement of children, youth, and family members in case planning to enhance family capacity to provide for children's needs, including educational, physical, and mental health needs, (as defined by CFSR Well-Being Outcome 1, Item 18; and Well-Being Outcomes 2 and 3, Items 21, 22, and 23; and
 - Foster care re-entry rates of children and youth served by the program (as defined by CFSR Permanency Outcome 1, Item 5).

ORGANIZATIONAL PROFILES

Maximum Points: 20

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

1. The application evidences sufficient experience and expertise in the program areas of this announcement; in collaboration with partner organizations; in culturally competent service delivery; and in administration, development, implementation, management, and evaluation of similar projects;
2. Each participating organization (including partners and/or subcontractors) possesses the organizational capability to fulfill their assigned roles and functions effectively (if the application involves partnering and/or subcontracting with other agencies/organizations) in serving the target populations;
3. The proposed project director and key project staff possess sufficient relevant knowledge, experience, and capabilities to implement and manage a project of this size, scope, and complexity effectively (e.g. resume);
4. The role, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, are clearly defined and appropriate to the

- successful implementation of the proposed project with respect to the target population;
5. There is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities for accomplishing project tasks and ensuring quality. The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if appropriate);
 6. There would be a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with Federal assistance by the applicant;
 7. If the primary applicant responsible for administering the grant is a private, non-profit organization, there is documentation of a strong partnership with the public child welfare agency(ies) with responsibility for administering the child welfare program(s) in the targeted geographical area(s). This documentation includes the following:
 - Letter(s) of commitment or MOU(s) from the relevant public child welfare agency(ies), which describes, in detail, the roles and responsibilities of the project partners;
 - Evidence that the relevant public child welfare agency(ies) fully understands and is fully committed to the proposed project, and demonstrates a willingness to be fully engaged in the activities that are described in the application; and
 - Evidence that the relevant public child welfare agency(ies) will follow through on these commitments, regardless of changes in administration, economic status, or other foreseeable factors.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 5

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

1. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this program announcement.
2. The costs of the proposed project are reasonable and appropriate, in view of the program to be implemented and its expected results and benefits. The proposed budget allows for sufficient resources to be allocated for the duration of the project for:
 - Successful implementation of the proposed project;
 - Site-specific evaluation and the cross-site evaluation efforts to support the necessary evaluation activities that adequately address the evaluation questions described in this announcement;
 - Effective dissemination of project products and findings to key target audiences.

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 active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement. For those applications that have been deemed disqualified under the initial ACF screening, notice will be given of such determination by postal mail.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of 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. They are one element in the 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.

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 that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document 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 FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

Other correspondence announcing to a Principal Investigator or Project Director that an application was selected is not an authorization to begin performance. Costs incurred before receipt of a FAA are at the recipient's risk and may be reimbursed only to extent considered allowable as approved pre-award costs.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

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.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbciregulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at www.gpo.gov/fdsys/.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

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. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. 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 Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than

eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

VII. Agency Contacts

Program Office Contact

Cathy Overbagh
Administration for Children and Families
Administration on Children, Youth, and Families
Children's Bureau Headquarters
Portals Building, 8th Floor
1250 Maryland Ave SW
Washington, DC 20024
Phone: (202) 205-7273
Fax: 202-260-9345
Email: cathy.overbagh@acf.hhs.gov

Office of Grants Management Contact

Ben Sharp
Grants Officer
Division of Discretionary Grants
CB Operations Center c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: cb@luxcg.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/fdsys/>.

United States Code (U.S.C) <http://www.gpo.gov/fdsys/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Assurance		
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in

		Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Logic Model	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
Commitment of Non-Federal Resources	Referenced in Section IV.2. of the announcement under "Budget and Budget Justification."	Submission is due by the application due date found in the Overview and in Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.

<p>Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)</p>	<p>Referenced in Section IV.2. of the announcement and available at http://www.hhs.gov/ohrp/assurances/forms/index.html.</p>	<p>Submission is due prior to award.</p>
<p>This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http:// www.whitehouse.gov/omb/grants_spoc/ as indicated in Section IV.4. of this announcement.</p>	<p>Submission due to State Single Point of Contact by the application due date found in the Overview and in Section IV.3.</p>
<p>Certification Regarding Lobbying</p>	<p>Referenced in Section IV.2. of the announcement and found at http:// www.acf.hhs.gov/grants/grants_resources.html.</p>	<p>Submission is due prior to award.</p>
<p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p>	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http:// www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required 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.</p>	<p>If applicable, submission is due prior to award.</p>
<p>If the applicant is a private organization, documentation of support from the relevant local or State child welfare agency</p>	<p>Referenced in Section I of the announcement under "Description of Effort", "Collaboration"; in Section III.1 under "Eligible Applicants"; in Section IV.2 under "Content and Form of Application Submission", and in Section V (Review Criteria) under</p>	<p>Submission is due by the application due date found in the Overview and in</p>

<p>or a description of how the organization plans to coordinate its services and activities with those offered by the relevant local or State child welfare agency</p>	<p>"Organizational Profiles".</p>	<p>Section IV.3.</p>
<p>Project Sustainability Plan</p>	<p>Referenced in Section IV.2. of the announcement under "Project Description."</p>	<p>Submission is due by the application due date found in the Overview and in Section IV.3.</p>
<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the application.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	<p>Submission is voluntary. Submission may be made with the application or prior to award.</p>

Appendices