



**Administration for Children and Families**

Administration on Children, Youth and Families

Infant Adoption Awareness Training Grants

HHS-2011-ACF-ACYF-CG-0170

Application Due Date: 06/27/2011

Infant Adoption Awareness Training Grants

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

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

**Funding Opportunity Title:** Infant Adoption Awareness Training Grants

**Announcement Type:** Modification

**Funding Opportunity Number:** HHS-2011-ACF-ACYF-CG-0170

**CFDA Number:** 93.254

**Due Date for Applications:** **06/27/2011**

**Executive Summary:**

The Administration for Children and Families (ACF), Children's Bureau will award grants, in the form of cooperative agreements, to adoption organizations for the purpose of enhancing, adopting or adapting an existing training curriculum, and then implementing and evaluating the results of Infant Adoption Awareness Training Programs (IAATP) on the participants. Eligibility is limited to organizations currently funded under this program due to the brief project period (17 months) and the focus on curriculum improvement. Funded projects will train the staff of eligible health centers in providing adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling. This instruction may be delivered using training-of-trainers (TOT) courses or other mechanisms that provide continuity and consistency in the training for the instructors, and ensure quality in the delivery of the instruction to the target audience.

## **I. Funding Opportunity Description**

### **Statutory Authority**

The legislative authority is Section 330F of the Public Health Service Act (PHSA), as amended by Title XII, Subtitle A, of the Children's Health Act (CHA) of 2000; 42 U.S.C. 254c-6; Public Law (Pub.L.) 106-310.

### **Description**

#### **Purpose**

The purpose of this Funding Opportunities Announcement (FOA) is to award cooperative agreements to adoption organizations for the purpose of enhancing, adopting or adapting an existing training curriculum, and then implementing and evaluating the results of Infant Adoption Awareness Training Programs (IAATP) on participants. Eligibility is limited to organizations currently funded under this program due to the brief project period (17 months) and the focus on curriculum improvement. Funded projects will use the Children's Bureau (CB)-approved curriculum to train the staff of eligible health centers in providing adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling.

The CB-approved curriculum, "Understanding Infant Adoption (UIA) Curriculum", has been developed by current and previous grantees. It is available at [www.IAATP.org](http://www.IAATP.org). Since adults learn in a variety of ways, this curricula provides information in a variety of modes and helps trainees integrate the information. The curricula can be adjusted to eight-hour; four-hour web-based and self study versions. The curriculum is being used by current grantees, and preliminary cross-site evaluation findings have

identified training areas that need strengthening. Cooperative agreements under this FOA are required to emphasize and strengthen those training areas (see "IAATP Grants") and enhance the availability and accessibility of the training for eligible health care staff. This instruction may be delivered using training-of-trainers (TOT) courses or other mechanisms that provide continuity and consistency in the training for the instructors, and ensure quality in the delivery of the instruction to the target audience.

## **Background**

### **The Children's Health Act**

With the passage of the Children's Health Act (CHA) of 2000, Congress emphasized the need to address:

- Children's health services;
- Pediatric research;
- Developmental disabilities;
- Birth defects prevention;
- Prenatal and postnatal care; and
- Other activities regarding children's health and well-being.

Title XII, Subtitle A -- Infant Adoption Awareness -- of the CHA authorized the U.S. Department of Health and Human Services (HHS) to make grants available to national, regional, or local adoption organizations for the purpose of developing and implementing programs to train the designated staff of eligible health centers in providing adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling to pregnant women. In compliance with the legislation, HHS activities include the following:

- Establishing and supervising a process through which adoption organizations and public health entity representatives collaborate to develop best practice guidelines on the provision of adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling to pregnant women;
- Awarding grant funds to adoption organizations to develop, adopt or adapt training curricula consistent with the best practice guidelines;
- Ensuring that adoption organizations conduct training for all eligible health centers;
- Evaluating the extent to which adoption information and referrals, upon request, are provided to eligible health centers; and
- Evaluating (after adoption awareness training has been initiated) the extent to which adoption information and referrals, upon request, are provided by eligible health centers in order to determine the effectiveness of such training and the extent to which such training complies with subsection (a)(1) of the Infant Adoption Awareness Act.

### **Multiethnic Placement Act**

Training materials must encompass the requirements of the Multiethnic Placement Act (MEPA) as amended by the Interethnic Adoption Provisions (IEAP) (Section 1808 of the Small Business Job Protection Act). See sections 422 (b)(9), 471(a)(18), 474(d) of the Social Security Act; 42 U.S.C. sections 622, 671, 674; 45 CFR 1355.38; Pub.L. 104-188; Pub.L. 103-382. MEPA/IEAP prohibits public agencies (and the entities with which they contract) from discriminating in foster care and adoption placements. Specifically, MEPA/IEAP prohibits public agencies from (1) denying individuals the opportunity to be a foster or adoptive parent on the basis of race, color or national origin of the parent or the child, and (2) delaying or denying a child's adoption or placement in foster care on the basis of the race, color, or national origin of the child or the foster or adoptive parents. It also requires States to provide for diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children for whom homes are needed.

### **Indian Child Welfare Act**

Training materials must also address the requirements of the Indian Child Welfare Act of 1978 (ICWA),

Pub.L. 95-608; 25 U.S.C. 1901, et seq. In the 1960s and 1970s, American Indian children were about six times more likely to be placed in foster care than other children, and many were placed in non-American Indian homes or institutions. In 1978, Congress enacted ICWA to protect American Indian families and to give tribes a role in making child welfare decisions for children subject to ICWA. ICWA establishes placement preferences for Indian children who are members of, or are eligible for membership in, federally recognized Tribes. Children, who are Indian children, as defined by ICWA, must receive ICWA's notice, placement and jurisdictional protections. ICWA requires that (1) Tribes be notified and given an opportunity to intervene when the State places a child subject to ICWA in foster care or seeks to terminate parental rights on behalf of such a child, and (2) children be placed if possible with relatives or Tribal families.

## **Definitions**

Section 330F (9)(2)(B)(4)(A) (42 USC 254c-6) of the Children's Health Act of 2000, which pertains to the IAATP, defines the term "adoption organization" as a "national, regional, or local organization among whose primary purposes is adoption; that is knowledgeable in all elements of the adoption process and on providing adoption information and referrals to pregnant women; and that is a nonprofit private entity."

The term "designated staff" pertains to staff at an eligible health center "who provide pregnancy or adoption information and referrals (or will provide such information and referrals after receiving training under a grant)." The eligible staffs are individuals providing services in a voluntary family planning project; community health centers, migrant health centers and centers for homeless individuals and to residents of public housing; and workers who provide services in schools.

The term "eligible health centers" as defined in the legislation refers to "public and nonprofit private entities that provide health services to pregnant women," and these entities are targeted for the receipt of training. These entities are not eligible to submit applications for funding under this program announcement to provide the training. There are approximately 3,000 entities that fit the definition of "eligible health centers" and are therefore eligible to receive training under the IAATP. The adoption organizations involved agree to make every effort to ensure that the eligible health centers with respect to which training under the grant is provided include:

- Eligible health centers that receive grants under authority contained in Title X of the Public Health Service Act (relating to voluntary family planning projects);
- Eligible health centers that receive grants under Section 330 of the Public Health Service Act (relating to community health centers, migrant health centers, and centers regarding homeless individuals and residents of public housing); and
- Eligible health centers that receive grants under the Children's Health Act of 2000 for the provision of services in schools (subsection (a)(5), 42 USC 254c-6(a)(5)(C));

## **Infant Adoption Awareness Training Program Guidelines**

The IAATP legislation requires the Secretary to establish a set of best-practice guidelines to which the HHS-funded training programs will adhere in providing training to staff of eligible health centers. In response to these legislative requirements, HHS has developed the following "best-practice" guidelines to be followed by recipients of cooperative agreements in developing curriculum and providing training to implement IAATP. These "best-practice" guidelines are critical for attaining the primary IAATP goal-enhancing the ability of health center personnel to provide adoption information and referral on an equal basis with all other courses of action included in nondirective counseling for pregnant women. Consistent with the intent of the IAATP legislation, these Guidelines were developed in consultation with 29 experts in the fields of adoption, child welfare, health services, medicine, law, and adoption counseling, as well as adoptive parents. The IAATP Guidelines address training goals, basic skills, curriculum and training structure.

Training Goals:

1. The training will impart up-to-date and accurate information about adoption, including the various types of adoptions (e.g., closed adoptions and adoptions involving varying levels of "openness" with respect to the amount of contact or information exchanged between adoptive parents and birth parents);
2. The training will be consistent with applicable State law, imparting information on the legal issues pertaining to adoption, including the rights of the birth mother and father;
3. The training will impart information to the trainees about the Multiethnic Placement Act/Interethnic Placement Act (MEPA/IEP), particularly as it relates to the circumstances under which a birth parent may or may not choose adoptive parents for the child;
4. The training will impart information to the trainees about the Indian Child Welfare Act (ICWA), and particularly will explain that organizations that work with birth parents on adoption will ascertain as soon as possible whether a child is or will be subject to the ICWA prior to proceeding with the adoption process;
5. The training will impart information about how family members and the birth mother's community may impact her pregnancy decision process;
6. The training will impart information about the role of the birth father in the pregnancy decision;
7. The training will impart information about various adoption services available within the community and how to assess the quality of those services and their appropriateness for a particular woman;
8. The training will impart information on adolescent development and the differences between counseling adolescents at varying ages and counseling older women;
9. The training will impart information about the psychological and emotional reactions such as shame, grief, loss, guilt, and depression that the birth mother is likely to experience throughout the decision-making process as she considers various pregnancy options, as well as the emotions the birth father is likely to experience.

#### Basic Skills:

1. Trainees will increase their awareness of their attitudes and biases pertaining to adoption so that they are able to present the adoption option in an objective, non-biased manner;
2. Trainees will increase their sensitivity, understanding and skills regarding the influences that both a birth mother and birth father may experience from family, peers, and community;
3. Trainees will improve their basic counseling skills, including cultural competence, listening, building rapport, recognizing someone in crisis, being empathetic and treating clients with respect;
4. Training participants who will counsel pregnant women will be skilled in non-directive counseling to ensure that adoption information, and information about other pregnancy options, is presented objectively, without bias or judgment;
5. Consistent with State and Federal law, trainees will increase their knowledge of adoption and adoption procedures so that they are able to present accurate and up-to-date information during counseling consistent with State and Federal law;
6. Training participants will increase their knowledge of available adoption-related referral resources and how to assess the quality and/or appropriateness of these resources;
7. Trainees who will counsel pregnant women will have basic case management skills, including the ability to assess service needs and make appropriate referrals.

#### Curriculum:

1. The training curriculum will include interactive exercises that promote skills development, such as role-playing and discussions of potential responses to various scenarios;
2. The training curriculum will include exercises, such as attitude awareness activities, that promote awareness of personal biases, prejudices, and negative attitudes and how they impact the provision of adoption information, as well as information on other pregnancy options;
3. The training curriculum will include a component in which birth parents, adoptive parents, and/or

- adult adoptees present their experiences with adoption;
4. The training curriculum will include resource materials that trainees can take with them to refer to when they are providing counseling on pregnancy options and to disseminate to the women they are counseling.

#### Training Structure:

1. The training should involve no more than two (six-hour) days. (Grantees have been successful with one eight-hour day or one four-hour day.);
2. The training should be conducted by experienced trainers who effectively implement principles of adult learning;
3. The training should include presentations and opportunities for interaction with professionals from both the health field and the adoption field.

The complete IAATP Guidelines document is available at [http://www.acf.hhs.gov/programs/cb/programs\\_fund/discretionary/iaatp.htm](http://www.acf.hhs.gov/programs/cb/programs_fund/discretionary/iaatp.htm).

The UIA Curriculum is also based on a set of values and beliefs that coincide with the Title X family planning regulations which include:

- Health care providers use partners in the process of dissemination information on options counseling and the adoption option;
- Provide neutral, factual information and no-directive counseling on each of the options and referral on any option the woman chooses; and
- Provide services without subjecting an individual to any coercion to accept a specific method, and in a manner that protects individual dignity and respect.

#### IAATP Grants

National, regional, and local organizations whose primary purpose involves adoption are eligible for IAATP grants (administered as cooperative agreements). In September 2001, four organizations were awarded three-year IAATP cooperative agreements by CB to develop curricula and teach trainers how to use the curricula to instruct health care workers responsible for counseling pregnant women at eligible health centers. Of the four organizations, one was national in scope and the other three were either regional or State-specific. All awarded organizations developed their curricula based on the IAATP Guidelines.

In September 2004, a second round of IAATP grants was awarded by CB. Six agencies were awarded two-year cooperative agreements to continue the training of eligible health care workers. Of the six grantees, one was national in scope, two were regional, two were multi-State in scope and one was State specific. In September 2006, six organizations were awarded five-year cooperative agreements to continue the training. Of these six, one is national in scope; three are regional; and two and multi-state in scope. These six grantees finalized the UIA and it is currently offered in all 50 states and American Samoa, Guam, U.S. Virgin Islands, Puerto Rico and Washington, DC. This training is designed to ensure that the health-care professionals have the appropriate skills and knowledge to raise the issue of adoption with their clients and to respond to questions from a pregnant woman or teenager about the topic. The training is state specific (geographically) and includes the following topics:

- Understanding the different types of adoption;
- The adoption process;
- Relevant State and federal laws the govern the adoption process;
- The impact of cultural and social issues on adoption-decision-making;
- Adolescent development and its impact on the adoption decision-making; and
- Community-based adoption resources and referral materials.

The Federal Government is currently conducting a cross-site evaluation of the six grantees funded in 2006. This evaluation is to demonstrate to what degree the grantees achieved the national objectives of

enhancing adoption knowledge among the eligible health care workers; providing adoption information on an equal basis with all other options; and increasing awareness of community resources for adoption.

The experience of the present and past grantees in providing the training required an adult education form of instructional methodology that increased learning in specific areas of adoption and in considering adoption as an option. Training involved the use of a participant handbook, a trainer's guide, videos or a panel of speakers. The handbooks contained material on community-based specific referrals to adoption services relevant, state and Federal laws and relevant tribal statutes, if Tribes were involved in the training. The panel of speakers could include birth mother and father, adoptive parent(s) and the adopted child. Videos were considered important to the trainees because they brought the issue "home" to the participants.

The training should be designed to: increase the comfort level of the workers in presenting the adoption option; present all information objectively; present the perspective that the pregnant woman or teen may want to hear about adoption; include the father in the counseling services; make appropriate community-based referrals to the client and increase understanding on all sides of the adoption issue. Of particular importance in the training are the following factors:

- The role and emotional impact on the parent(s) and the infant in the adoption process;
- The emotional needs of the extended family;
- The grief reaction of the biological parent(s);
- The emotional needs of the birth father; and
- An understanding of the variety of experiences and the perspective of each member of the adoption process.

Areas of professional and personal values to be emphasized for the trainee:

- Maintain a separation of personal preferences from professional value in the options counseling process;
- Ensure that the birth parents(s) rights are clarified;
- Fully disclose all the various adoptions models, i.e. closed and open adoptions;
- Establish and maintain a non-directive counseling mode;
- Ensure that the underage teen mother knows that she must obtain parental consent to choose adoption; and
- Ensure that the biological mother knows she has a right to change her mind about adoption prior to the legal transitioning of the infant.

Some of the preliminary findings of CB cross-site survey indicate both strengths and weaknesses in the participants' knowledge and skill attainment. Application of the trainees' pre- and post- training knowledge within the context of adoption is critical and is a core objective of the training initiative. The preliminary findings show a favorable opinion of their understanding of adoption. However, there were a few weaknesses. One goal of this funding announcement is to emphasize those areas that need strengthening. From the preliminary findings, four areas are described here.

The area in need of greatest improvement is adoption law. The trainee should be familiar enough with the relevant state and federal laws to dispel the client's misconceptions, particularly as it may limit the client's discussion of all options. For example, a healthcare worker should be able to clarify that the birth mother's decision about adoption is not legally binding until after the baby's birth. The Multiethnic Placement Act (MEPA) scored low on both the pre- and post-tests. It needs to be made clear that the MEPA does not ensure the rights of parent(s) to specify the race, color, or national origin of the adoptive parent(s) (in the case of publicly-funded adoption agencies).

Secondly, trainees scored low in understanding that it is not important to agree with a client's option decision and the staff should not share their own opinion about adoption with the client during options counseling. Non-directive counseling includes the right to refuse information.

Thirdly, preliminary results showed that additional training may be useful in understanding adolescent development and the impact those developmental issues may have on the teenager's ability to make an adoption decision and on their own ability to parent.

Fourth, a discussion of adoption types and practices needs to be strengthened. Trainees need to understand who is responsible for the adoption fees and the client's ability to pay should not be part of the adoption option. Further, communications and "openness" agreements entered into between adoptive parents and birth parents are not legally binding, i.e. adoptive parents are not legally bound to allow birth parents continued contact with the child when an adoption is "open".

### **Program Requirements**

The IAATP is designed to ensure that counselors in health clinics and other settings provide women who have unplanned pregnancies with complete and accurate information on adoption, as well as any other options available to them, provided in a nondirective manner. To this end, grantees must:

- Follow the IAATP Guidelines;
- Become part of the membership and collaborate with the IAATP Network;
- Develop, adopt or adapt an IAATP curriculum to meet the needs of the target population;
- Invite designated staff of eligible health centers (including those funded under the PHSA sections specified above) to training;
- Schedule training;
- Plan and implement IAATP sessions; and
- Complete post-training activities (e.g., participant reimbursement and evaluation).

Within two months after the award of the cooperative agreements, the project director, the curriculum expert and/or the training director from each program must attend a two-day meeting in Washington, DC, sponsored by CB for IAATP awardees supported by this funding opportunity. During this meeting, HHS staff will review the IAATP Guidelines and discuss the implications for enhancing, adopting or adapting an existing training curriculum and related educational materials. In this planning session, CB will develop consensus among grantees on a consistent curriculum approach, while allowing specific adaptations to meet the specialized needs of individual grantees' target populations. In addition CB will discuss scheduling matters and outline plans for ensuring that the as many as possible of the designated staff of eligible health centers receive training during the seventeen month course of the cooperative agreement.

Within three months of the award of the cooperative agreement, grantees must submit to CB their revised UIA curricula, as necessary, for review and approval. After review of the submitted curricula, CB may require the grantee to make revisions before implementing the training. It is expected that this curriculum will:

1. Follow the IAATP Guidelines;
2. Be competency-based;
3. Conform to professionally recognized standards for curriculum format and style;
4. Be consistent with the best practices guidelines required by the IAATP statute;
5. Include a plan for pilot testing the appropriate modifications; and
6. Include a plan for an evaluation during this seventeen month phase.

CB wishes to support training that gives health care workers technical and practical information about infant adoption awareness and the skills to incorporate this information into their work with clients. This training should help health care workers use the information and skills they acquire in training into their daily work in providing adoption information and referrals on an equal basis with all other courses of action included in nondirective counseling to pregnant women. Likewise, the evaluation plan for the proposed project should address the effect of this training on the participants' daily work.

Grantees must make reasonable and fair efforts to ensure that those who provide the program training are

knowledgeable in infant adoption, all elements of the adoption process and are experienced in providing adoption information and referrals to the target populations in the geographic areas in which the eligible health centers and eligible health center personnel are located.

The grantee must include in the work plan an innovative, deliberate and rigorous approach to include the mandated healthcare workers. A major part of the CHA is to train the designated staff of eligible health centers in providing information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling to pregnant women. Data from the preliminary findings of the cross-site study indicate that the pool of eligible healthcare staff who have participated in the training is diminishing. Deliberate and exacting efforts must be made to make this training available and accessible to these workers. Applicants must indicate the steps that will be undertaken to accomplish this goal.

The work plan must include teaching approaches or an alteration in the existing Understanding Infant Adoption curriculum that will address the four areas of weaknesses noted in the findings of the preliminary cross-site summary (See "IAATP Grants"). Briefly stated, these weaknesses are in the area of adoption law; understanding non-directive counseling; understanding adolescent development and adoption types and practices.

To the fullest extent possible, grantees should conduct the training of designated staff of the health centers in the geographic areas in which the centers are located. Grantees must cooperate and coordinate with CB and the other members of the IAATP Network in selecting sites for health center staff training and scheduling these events to ensure that geographic regions are neither over-served nor under-served. (Please note: An individual(s) from outside the stated geographic area will not be denied the training if sufficient space is available.)

Grantees will be required to provide reimbursement to health centers that are funded under Section 330 or Title X of the Public Health Service Act (PHSA) for all costs incurred in obtaining training for the designated staff.

Grantees will be required to cooperate fully in any and all cross-site evaluations of the IAATP sponsored by HHS.

The Administration for Children and Families (ACF) will expect grantees to conduct an evaluation in order to demonstrate potential linkages between training and improved outcomes. Guided by a logic model for the project, this evaluation will include both process and outcome evaluation components. The process component will assess the implementation of the training. The outcomes component will use a rigorous approach to examine how the training in this project affects key outcomes of interest. The evidence from the evaluation will support evidence-based practice and provide examples of strategies that are tied to positive outcomes. Grantees will be required to implement an evaluation of their IAATP project that:

1. Includes appropriate performance feedback, data collection and periodic assessment of program progress that grantees and others can use to determine the extent to which the program follows the IAATP Guidelines; improves the curriculum, the training of trainers and health center staff; and serves as a sound basis for program improvements;
2. Includes the effective use of objective performance measures that are clearly related to the intended outcomes of the program and will produce useful quantitative and qualitative outcome data;
3. Collects as much high-quality data as possible on individuals and families, the services provided and used, the outcomes of these services, and their cost effectiveness. This documentation will include contact information, information on the number of trainings held, participant satisfaction with the training; and the number of participants by type of health center as defined by the Federal funding source described in 42 USC 254c-6(a)(5)(A), e.g., voluntary family planning programs that receive grants under Title X of the PHSA, centers that receive grants under section 330 of the PHSA such as community health centers, migrant health centers, centers that serve homeless individuals and residents of public housing, and health centers that receive grants for the provision

- of services in schools;
- 4. Includes appropriate procedures for data collection and securing informed consent; and
- 5. Includes appropriate procedures for an Institutional Review Board (IRB) review, if applicable.

**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 award;
- Participate if CB chooses to do a cross-site evaluation or technical assistance contract that relates to this funding opportunity;
- Submit all performance indicator data, program, evaluation and financial reports in a timely manner (see Section VI.3), in the recommended formats (to be provided). CB prefers and will accept the interim and final reports and attachments on disk or electronically using a standard word-processing program. However, projects are required to provide the original and two copies of performance and final reports;
- Submit an original and two copies of the final program/evaluation report and any program products to CB within 90 days of project end date;
- CB reserves the right to secure and distribute grantee projects and materials, including copies of journal articles written by grantees about their grant projects;
- All grantee materials, products, publications, news releases, etc. will include this notice:
  - *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 with 90 days of the termination of Federal funding for the project. If applicable, 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.ndaca.cornell.edu> or from the Child Welfare Information Gateway website at <http://childwelfare.gov>;
- Allocate sufficient funds in the budget to support required travel:
  - Within two months after the award, the project director, the curriculum expert, evaluator and/or other key staff must attend a two to three day kick-off meeting in Washington, DC.; and
  - The project director, the child welfare agency liaison (if different from the project director) and the evaluator and/or other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, DC.

## II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$4,500,000
Expected Number of Awards:	6
Award Ceiling:	\$2,500,000 Per Budget Period

Award Floor: \$0 Per Budget Period  
Average Projected Award Amount: \$750,000 Per Budget Period

**Length of Project Periods:**

17-month project and budget period

**Additional Information on Awards:**

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

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

**Substantial Involvement with Cooperative Agreement:**

A cooperative agreement is a specific method of awarding Federal assistance in which substantial Federal involvement is anticipated. A cooperative agreement clearly defines the respective responsibilities of CB and the grantee prior to the award. CB anticipates that agency involvement will produce otherwise unavailable programmatic benefits to the recipient. The involvement and collaboration includes:

- CB review and approval of planning stages of the proposed activities and evaluation plan, before implementation phases may begin;
- CB involvement in the establishment of policies and procedures that maximize open competition, and rigorous and impartial development, review and funding of grant or sub-grant activities, if applicable;
- CB and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, training and technical assistance, publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in this announcement that limit the grantee's discretion with respect to scope of services offered, organizational structure and management processes; and
- Close CB monitoring during performance, which may, in order to ensure compliance with the intent of this funding, exceed those Federal stewardship responsibilities customary for grant activities.

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

Organizations currently funded under this program:

Eligibility is limited to organizations currently funded under this program due to the brief project period (17 months), the focus on curriculum improvement, and the goal to enhance the availability and accessibility of the training for eligible health care staff. The currently funded six grantees have multiple years of experience developing and delivering the training curriculum, serving the population, and collaborating to achieve a geographically coordinated national training effort. They have the knowledge, experience and infrastructure needed to modify the curriculum and deliver the program in the abbreviated project period established in this announcement.

The statutory requirements limit eligibility to national, regional or local adoption agencies that are defined as non-profit private entities. Eligibility is limited to the currently funded organizations that have a primary purpose of adoption, with a particular emphasis on infant adoption, and are knowledgeable in all elements of the adoption process and in providing adoption information and referral to pregnant women.

CB will accept applications for projects of national, regional, or local scope. The Federal share of projects

of national scope may not exceed \$2,500,000 for the 17 month budget period. The Federal share of smaller, regional or local projects may not exceed \$600,000 in the 17 month budget period. Applicants must clearly indicate whether their proposed project is national, regional or local. CB will consider applications that exceed the upper value of the dollar range specified as "non-responsive" and return them to the applicant without further review. The maximum Federal share of the project is dependent on the scope of the project proposed.

The projects awarded will be for a project period of 17 months. The initial grant award will be for a 17-month budget period.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this 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: No

### **III.3. Other**

#### **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](http://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](mailto: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](http://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](http://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*.

### **Content and Form of Application Submission:**

Each application must contain the following items in the order listed:

**Application for Federal Assistance** (Standard Form (SF) 424) - Follow the instructions below and those that accompany the form.

- In Item 5 of SF-424, put D-U-N-S number in "Organizational D-U-N-S:" box;
- In Item 5 of SF-424, include name, phone number, and, if available, email and fax numbers of the contact person;
- In Item 8 of SF-424, check "New";
- In Item 10 of SF-424, clearly identify the *Catalog of Federal Domestic Assistance* (CFDA) program title and number for the program for which funds are being requested as stated in this funding opportunity announcement;
- In Item 11 of SF-424, identify the single funding opportunity the application addresses;
- In Item 12 of SF-424, identify the specific geographic area to be served;
- In Item 14 of SF-424, identify Congressional districts of both the applicant and project.

**Budget Information** - Non-Construction Programs (SF-424A) and Budget Justification.

Follow the instructions provided here and those in *Section V, Application Review Information*. Note that Federal funds provided to States and services or other resources purchased with Federal funds may not be used to match project grants.

**Certifications/Assurances** - Applicants requesting financial assistance for non-construction projects must file the SF-424B, 'Assurances: Non-Construction Programs. Applicants must sign and return the SF-424B with their applications. Applicants must provide a certification regarding lobbying when applying for an award in excess of \$100,000. Applicants must sign and return the certification with their applications.

**Lobbying activities** - Applicants must disclose lobbying activities on the SF-LLL when applying for an award in excess of \$100,000 Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form to report lobbying Applicants must sign and return the disclosure form, if applicable, with their applications.

Applicants must make the appropriate certification regarding environmental tobacco smoke. By signing and submitting the application, the applicant is providing the certification and **need not** mail back the certification with the applications.

**SPOC certification** - If applicable, applicants must include a completed Single Point of Contact (SPOC) certification, with the date of the SPOC contact entered in line 16, page 1 of SF-424.

**Project Abstract/Summary** - See Section IV.2 The Project Description.

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

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

**Letters of agreement and Memoranda of Understanding** - If applicable, include a letter of agreement or Memorandum of Understanding from each partner and/or sub-contractor describing their role, detailing specific tasks to be performed, and expressing commitment to participate if the proposed project is funded.

**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, Gantt chart, budget/budget justification, supplemental documentation, proof of non-profit status, summaries of sub-grants and contracts, 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

**General Content and Form Information.** To be considered for funding, each application must be submitted with the Standard Federal Forms (provided at the end of this announcement or through the electronic links provided) and 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 grant award

To be considered for funding, each applicant must submit the signed original and two additional copies of the application, including all forms and attachments, to the Application Receipt Point specified in this announcement. The original copy of the application must have original signatures

**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 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. A "responsive application" is one that addresses all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" generally receive very low scores and are rarely funded.

CB's web site (<http://www.acf.hhs.gov/programs/cb>) provides a wide range of information and links to other relevant web sites. Before you begin preparing an application, we suggest that you learn more about the mission and programs of CB by exploring the website.

**Organizing Your Application** - The specific evaluation criteria in *Section V* of this funding announcement will be used 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) Organizational Profiles; and (4) Budget and Budget Justification. The applicant should use the same headings as these criteria, so that reviewers can readily find information that directly addresses each of the specific review criteria.

**Logic Model** - See *Section IV.2 The Project Description*.

**Project Evaluation Plan** - Project evaluations are very important. If you do not have the in-house capacity to conduct an objective, comprehensive evaluation of the project, then CB advises that you propose contracting with a third-party evaluator specializing in social science or evaluation, or a university or college, to conduct the evaluation. A skilled evaluator can help you develop a logic model and assist you in designing an evaluation strategy that is rigorous and appropriate given the goals and objectives of your 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\\_research/pm\\_guide\\_eval/reports/pmguide/pmguide\\_toc.html](http://www.acf.hhs.gov/programs/opre/other_research/pm_guide_eval/reports/pmguide/pmguide_toc.html).

**Use of Human Subjects** - Evaluation plans that include obtaining identifiable private information about clients may involve non-exempt human subjects research and require compliance with the HHS Protection of Human Subjects regulations (45 CFR 46). Applicants proposing such research are asked to describe (a) the procedures for protecting the privacy of clients and insuring the confidentiality of data collected about clients; and (b) the process for obtaining institutional review board (IRB) review of the proposed

evaluation plans. While IRB approval is not required at the time of the award, applicants proposing non-exempt human subjects research will be required, as a condition of award, to hold a Federalwide Assurance (FWA) approved by the Office for Human Research Protections (OHRP) and to provide certification to ACF that an IRB designated under the FWA has reviewed and approved the research prior to enrolling any subjects in the proposed evaluation .

General information about the HHS Protection of Human Subjects regulations can be obtained on the web at <http://www.hhs.gov/ohrp>. You may also contact OHRP by e-mail ([ohrp@csophs.dhhs.gov](mailto:ohrp@csophs.dhhs.gov)) or by phone (240-453-6900).

### 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
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is due prior to award.	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.
Central Contractor Registration (CCR)	Required for all applicants.	Required for all applicants.
DUNS Number (Universal Identifier)	Required for all applicants.	Required for all applicants.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application or prior award.	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.

SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission required prior to award.	Form is available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> .
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
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.

### **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](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](http://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](http://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.I.* 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.

### **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.

### **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 501(c)(3) and 501(c)(4) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) or 501(c)(4) 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 501(c)(4) or 501(c)(4) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(4) or 501(c)(4) tax-exemption certificate.

### **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.

### **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.

### **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 the proposed project that is being fully funded (the budget period and project period are the same). 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.

### **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](http://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](mailto: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](http://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: **06/27/2011**

## 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](http://www.Grants.gov) may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at [www.Grants.gov](http://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](http://www.Grants.gov), the applicant will receive three emails:

1. Acknowledgement of the application's submission to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application 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](http://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](http://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/](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**

**OBJECTIVES AND NEED FOR ASSISTANCE**

**Maximum Points: 20**

In reviewing this criterion, the following factors will be considered:

1. The applicant demonstrates a clear understanding of the goals and objectives of IAATP. The extent to which the applicant's proposed approach to enhancing, adopting or adapting an existing curriculum and delivering training will achieve the IAATP legislative goals and the goals listed in the IAATP Guidelines;
2. The Applicant clearly defines the training goals (the intended end products of an effective project), objectives (measurable steps for reaching these goals) and outcomes are clearly specified and measurable and reflect an understanding of the health care setting in which the training recipients work and the context in which eligible health centers operate;
3. The applicant demonstrates a thorough knowledge of the issues faced by adolescents and women with unplanned pregnancies. The extent to which the applicant demonstrates a clear understanding of the importance of providing adoption information and referrals to pregnant women on an equal basis with all other courses of action included in nondirective counseling;
4. The applicant clearly describes and documents the training needs of the designated staff of eligible health care centers and "Other" eligible staff and demonstrates an understanding of the need to provide training pertaining to adoption;
5. The applicant clearly describes and justifies the geographic region that will be served by the training, including the number and types of eligible health centers in the area;
6. The applicant clearly describes the benefits the training will provide to clients of eligible health centers;
7. The applicant clearly demonstrates that its proposed project implementation, evaluation and dissemination activities will develop knowledge related to infant adoption awareness training that will contribute to the advancement of the field.

## **APPROACH**

**Maximum Points: 35**

In reviewing this criterion, the following factors will be considered:

1. The applicant clearly demonstrates an understanding of the qualities of a sound IAATP curriculum that would ensure that, when developed, it:
  - Would be competency-based;
  - Would conform to professionally recognized standards for curriculum format and style;
  - Would be consistent with the best practices guidelines required by the statute, and would provide enough time and instruction to adequately address all the IAATP Guidelines;
  - Would be culturally responsive to the diverse population of health center pregnancy counselors and their clients; and
  - Could be readily evaluated.
2. The applicant presents an appropriate, feasible and realistic plan for recruiting, selecting and training individuals to provide training to designated staff at eligible health centers. The extent to which there is a clear plan for ensuring that the selected trainers are knowledgeable in all elements of the adoption process and experienced in providing adoption information and referrals in the geographic areas in which the eligible health centers are located;
3. The applicant clearly addresses the methods to be undertaken for the inclusion of eligible healthcare workers in the training and presents a cohesive plan to accomplish this goal. The applicant includes what innovative methods will be undertaken, anticipated barriers and proposed solutions to making the training available and accessible to eligible staff.
4. The applicant clearly addresses the teaching approaches or an alteration in the existing UIA curriculum to addresses the noted weaknesses in the trainees' knowledge of adoption law; understanding non-directive counseling; understanding of adolescent development on the adoption decision and understanding of adoption types and practices;

5. The applicant's plan for working through their trainers to provide IAATP training to health center staff follows the IAATP Guidelines is clearly described, and likely to succeed. The extent to which the proposed plans for targeting the training to the medical audience for whom it is designed, and for identifying and serving those who have not yet received this training, are clear and likely to succeed;
6. The proposed plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines and milestones for accomplishing project tasks, is clear and likely to succeed;
7. The proposed plan to establish and coordinate linkages with other appropriate agencies and organizations on the local, State or Federal level serving the target population is clear and likely to succeed.;
8. The extent to which the training of designated staff of the health centers and "Other" eligible staff will be conducted in the geographic areas where the centers are located;
9. There is a plan which would develop products, provide information on strategies used and the outcomes achieved that would support evidence-based improvements of practices in the field. The schedule for developing these products and the proposed dissemination plan is appropriate in scope and budget;
10. The intended audience (e.g., researchers, policymakers, and practitioners) for product dissemination is appropriate to the goals of the proposed project. The extent to which the project's products would be useful to the identified audiences; the plan for disseminating information is appropriate; and the mechanisms and forums that would be used to convey the information and support replication by other interested agencies are appropriate;
11. There is a sound plan for continuing this project beyond the period of Federal funding.

## EVALUATION

**Maximum Points: 20**

In reviewing this criterion, the following factors will be considered:

1. The applicant proposes a clear and convincing plan for evaluating the IAATP project. And this evaluation plan satisfies the requirements listed in *Section I*, Funding Opportunity Description. There is a well-defined logic model to guide the evaluation plan. The evaluation plan includes an appropriate comparison group for determining the influence of the training on outcomes. Where a comparison group is not proposed, the extent to which the applicant provides a reasonable explanation for not using a comparison group and offers another, equally rigorous approach to evaluating the influence of training on outcomes. The evaluation plan includes performance feedback and periodic assessment of program progress that can be used to modify the curriculum, as necessary, and serve as a basis for program adjustments;
2. The methods of evaluation are feasible, comprehensive and appropriate to the goals, objectives and context of the training. The methods of evaluation include process and outcome analyses for assessing the effectiveness of program strategies and the implementation process. The methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the program and will produce quantitative and qualitative outcome data;
3. The applicant provides an appropriate, feasible and realistic plan for documenting project activities and results. The applicant proposes a sound plan to collect high-quality data on individuals trained; the services provided and used; and the outcomes of these services and their cost effectiveness, to the extent possible. There is documentation for the mandated health care workers and separate documentation for "Other" eligible staff. There is documentation that includes the collection of data that can be used to describe and evaluate the process used to disseminate information to eligible health centers about the availability of training, as well as data about the training itself and the outcomes of the training. The evaluation plan outlines an appropriate sampling plan that ensures sample sizes that are sufficient to detect significant effects. The extent to which there is a sound plan for securing informed consent and

- implementing an IRB review, if applicable;
4. The project is likely to yield findings or results about effective strategies, and contribute to and promote evaluation research and evidence-based practices that may be used to guide replication or testing in other settings;
  5. The evaluation plan should address the effect of the training on the participants' daily work. This training should help health care workers use the information and skills they acquire in training into their daily work in providing adoption information and referrals on an equal basis with all other courses of action included in nondirective counseling to pregnant women. The evaluation plan should be designed to measure the knowledge and confidence levels of the workers' pre- and post-test and three months after training is completed.

## **ORGANIZATIONAL PROFILES**

**Maximum Points: 20**

In reviewing this criterion, the following factors will be considered:

1. The applicant's organization and any partnering organizations collectively have sufficient experience and expertise in enhancing, adopting or adapting curricula and other educational materials on the provision of infant adoption information and experience with administration, development, implementation, management, and evaluation of similar projects. Each participating organization (including partners and/or subcontractors) is experienced in the adoption process and possesses the organizational capability to fulfill its assigned roles and functions effectively;
2. The proposed project director and key project staff possess sufficient relevant infant adoption knowledge, experience and capabilities to implement and manage a project of this size, scope and complexity effectively. 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;
3. There is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines and milestones for accomplishing project tasks and ensuring quality. The plan clearly defines the role and responsibilities of the lead agency. The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors and consultants (if appropriate). There would be a mutually beneficial relationship between the proposed project and other work planned, anticipated or underway with Federal assistance by the applicant;
4. The applicant demonstrates a thorough knowledge of the legal framework of adoption, and adoption services and resources in the geographic area in which the proposed training will be conducted;
5. The organization or partner organizations have the capacity to provide trainers who are knowledgeable in infant adoption, all elements of the adoption process and are experienced in providing adoption information and referrals to the target populations in the geographic areas in which the eligible health centers and eligible health center personnel are located.

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 5**

In reviewing this criterion, the following factors will be considered:

1. There is a detailed narrative budget for the project. The costs of the proposed project are reasonable, in view of the activities to be conducted and expected results and benefits;
2. The budget includes the costs associated with travel to grantee meetings in Washington, DC.;
3. 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.

## **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](http://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/](http://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/](http://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](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](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](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.

<b>For budget periods ending in the months of:</b>	<b>The FFR (SF-425) is due to ACF on:</b>
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](http://www.whitehouse.gov/omb/grants_forms), [www.forms.gov](http://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](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

Pat Campiglia  
ACF/ACYF/CB.HQ  
Portals, 8th floor  
1250 Maryland Ave SW  
WASHINGTON, DC 20024  
Phone: (202) 205-8060  
Fax: 202-260-9345  
Email: [patricia.campiglia@acf.hhs.gov](mailto:patricia.campiglia@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](mailto: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](http://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](http://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) [www.gpo.gov/fdsys/](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](http://www.acf.hhs.gov/grants/grants_resources.html).

Grants.gov Forms Repository webpage at [http://www.grants.gov/agencies/aforms\\_repository\\_information.jsp](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/](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](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) [http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

### Application Checklist

What to Submit	Where Found	When to Submit
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to <a href="http://www.ccr.gov">www.ccr.gov</a> 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 <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a> 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 <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a> .	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 <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	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.
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.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in Section IV.2. of the announcement and available at <a href="http://www.hhs.gov/ohrp/assurances/forms/index.html">http://www.hhs.gov/ohrp/assurances/forms/index.html</a> .	Submission is due prior to award.

<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 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http:// www.whitehouse.gov/omb/grants_spoc/</a> 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 <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a>.</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 <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a>.</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>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 <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	<p>Submission is voluntary. Submission may be made with the application or prior to award.</p>

