



Administration for Children and Families

Office of Family Assistance

Cooperative Agreements for Coordination of Tribal Temporary Assistance for Needy Families (TANF) and
Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect

HHS-2011-ACF-OFA-FN-0197

Application Due Date: 07/29/2011

Cooperative Agreements for Coordination of Tribal Temporary Assistance for Needy Families (TANF) and
Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect

HHS-2011-ACF-OFA-FN-0197

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Department of Health & Human Services
Administration for Children & Families

Program Office: Office of Family Assistance
Funding Opportunity Title: Cooperative Agreements for Coordination of Tribal Temporary Assistance for Needy Families (TANF) and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect
Announcement Type: Initial
Funding Opportunity Number: HHS-2011-ACF-OFA-FN-0197
CFDA Number: 93.086
Due Date for Applications: **07/29/2011**

Executive Summary:

The Department of Health and Human Services (HHS), Administration for Children and Families (ACF), Office of Family Assistance (OFA), announces the availability of funds and requests applications for competitive demonstration grants to Indian tribal governments and tribal consortia that administer Tribal Temporary Assistance for Needy Families (Tribal TANF) programs. The purpose of this funding announcement is to demonstrate models of effective coordination by tribal governments or tribal consortia of Tribal TANF and child welfare services provided to tribal families at risk of child abuse or neglect. These grants must be used for one or more of the following statutorily-prescribed uses: (1) to improve case management for families eligible for assistance from a Tribal TANF program; (2) for supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children; (3) for prevention services and assistance to tribal families at risk of child abuse and neglect. Grants under this funding opportunity announcement (FOA) will be awarded as cooperative agreements.

I. Funding Opportunity Description

Statutory Authority

Awards under this funding opportunity announcement are authorized by section 403(a)(2) of title IV-A of the Social Security Act, as amended by section 7103 of Pub. L. 109-171 (the Deficit Reduction Act of 2005, enacted February 8, 2006) and by section 811(b) of Pub. L. 111-291 (the Claims Resolution Act of 2010, enacted December 8, 2010).

Description

The purpose of this funding opportunity announcement is to demonstrate models of effective coordination by tribal governments or tribal consortia of Tribal TANF and child welfare services provided to tribal families at risk of child abuse or neglect. Consistent with the authorizing legislation, these grants must be used for one or more of the following uses: (1) to improve case management for families eligible for assistance from a Tribal TANF program; (2) for supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children; (3) for prevention services and assistance to tribal families at risk of child abuse and neglect.

Increased attention is being drawn to the need to better coordinate the services provided by social service systems, including tribal systems. An underlying premise is that the needs of families, rather than funding streams or organizational structures, should drive the provision of services. One area of need is to strengthen coordination between the welfare (TANF) system and the child welfare system. While the

welfare system is focused primarily on enhancing the economic self-sufficiency of families with children and the child welfare system is focused primarily on ensuring the safety of children, both systems share a common mission of ensuring the well-being of children and families. By working together more closely and reexamining the ways in which the human, financial, and administrative resources of both systems are used, TANF and child welfare agencies can improve their effectiveness in meeting the needs of families.

Also, if these two systems assure that all relevant child and family serving agencies work together on behalf of the target population, the necessary supports and resources will be used more efficiently, and duplication of effort and services will be reduced or eliminated.

A significant number of families are involved with both the welfare and child welfare systems. For example, most families that receive in-home support services through the child welfare system also receive TANF assistance, and more than half of all foster children come from families that are TANF-eligible. Some TANF families already benefit from child welfare services, including services to help prevent child abuse and neglect. Additional TANF families would benefit from these services. TANF families also will benefit from improved communication and coordination among TANF, child welfare, and other relevant agencies and programs.

Grants funded under this announcement are to develop and test the effectiveness of innovative and evidence-based approaches to providing coordinated Tribal TANF and child welfare services to families at risk of child abuse or child neglect. These grants offer opportunities for Indian tribes and tribal consortia that administer Tribal TANF programs to develop more effective and efficient strategies to meet the unique needs of at-risk tribal service populations. These grants may be used to plan for and to provide coordinated Tribal TANF and child welfare services.

Pub. L. 109-171, enacted February 8, 2006, amended title IV-A of the Social Security Act to authorize demonstration projects for coordination of child welfare and Tribal TANF services provided to tribal families at risk of child abuse or neglect. The funding opportunity announcement for these grants was published in April 2006 (HHS-2006-ACF-OFA-FN-0131). Following a competitive application and review process, Tribal TANF - Child Welfare Coordination discretionary grants were awarded to ten applicant Indian tribes and tribal organizations for a five-year project period of September 30, 2006 - September 29, 2011. These Tribal TANF - Child Welfare Coordination projects, which are tailored to meet the needs of the most vulnerable tribal children, families, and communities, are currently in their final year. These projects assist tribal children and families through intensive, coordinated activities and services, and they meet significant needs in tribal communities. They are demonstrating effective approaches to providing coordinated Tribal TANF and child welfare services, consistent with the mission of the Administration for Children and Families to promote the economic and social well-being of families, children, individuals, and communities.

Pub. L. 111-291, enacted December 8, 2010, authorizes additional awards for demonstration projects for coordination of child welfare and Tribal TANF services provided to tribal families at risk of child abuse or neglect. The purposes of the projects and the authorized uses of project funds remain the same. This new legislation provides the opportunity for additional tribes to implement Tribal TANF - Child Welfare Coordination projects, and for current grantees to build on, modify, and/or expand their projects, or propose entirely new projects, to address and meet these tribes' unique needs.

ACF funds child welfare programs authorized by title IV-B of the Social Security Act. Many tribes receive direct funding under these child welfare programs (title IV-B, subpart 1 - Child Welfare Services, and title IV-B, subpart 2 - Promoting Safe and Stable Families), which are administered at the Federal level by the Children's Bureau within ACF's Administration on Children, Youth and Families (ACYF). Applicants for grants funded under this announcement must include coordination with appropriate child welfare agencies.

ACF also funds additional programs that affect the welfare of children, including the Family Violence Prevention and Services Program, Head Start, Child Care and Development Fund, and Child Support

Enforcement. Many tribes receive direct funding under these programs. Applicants for grants funded under this announcement should include coordination with these programs as appropriate in their projects - beginning or improving coordination of Tribal TANF programs not only with child welfare programs funded by the Children's Bureau, but also with Family Violence Prevention and Services programs and other appropriate programs and services.

As they focus on families with children who need to be protected from abuse and neglect, applicants also may want to address coordination with relevant programs and services funded by HHS's Indian Health Service (IHS) and Substance Abuse and Mental Health Services Administration (SAMHSA), by the Department of the Interior, and by other Federal agencies, and with activities relating to implementation of the Indian Child Welfare Act of 1978.

Coordination with State, local, and/or private child welfare and domestic violence prevention and services programs also may be developed and/or enhanced under these grants. For example, applicants may want to begin or improve coordination with their States' Social Services Block Grant programs authorized by title XX of the Social Security Act. Projects may include tribal programs only, or they may also include programs/services administered by State and local government agencies and/or private agencies.

Applicants should demonstrate their commitment, and the commitment of any other partners identified as part of this project, to coordinate on the project, with clearly defined roles and responsibilities.

Applicants may establish or enhance coordination between or among separate agencies through coordinated outreach, intake, services, and/or referrals, or they may coordinate programs, activities, and services under a single agency or administrative unit. Projects may demonstrate effective coordination in a one-stop, single location or in more than one location. Applicants may wish to create or improve a system in which services are based on need, rather than on "which door" the family enters. They may wish to develop a one-stop model that offers an array of services and supports for families, including TANF services and services for children who need to be protected from abuse and neglect. They should respond to the need to have child and family serving agencies work together with each other and with families using a "systems of care" approach providing "wraparound" services to at-risk families - to develop comprehensive family assessments, coordinate service plans, and coordinate use of data collected across agencies, thereby improving services and maximizing revenue sources.

The target population for these grants is TANF-recipient families who are at risk of child abuse and/or neglect, including two-parent families, single parent families, child-only cases (no adult is included in the cash grant), relative caregiver families (grandparents and other relatives care for family members' children), foster care families, and/or families that adopt children. As appropriate, applicants may narrow the focus of their projects. For example, applicants may focus on supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children (the second statutorily-prescribed use for these grants). As appropriate, TANF-eligible and other at-risk families also may be included in appropriate group activities - for example, mothers' and fathers' groups to provide needed information and guidance, and activities that bring families together to help improve family relationships and family functioning and reduce the risk of child abuse and neglect.

Families suffer from fragmented service delivery systems and benefit from a coordinated, collaborative service delivery system tailored to meet their unique needs. A number of tribes already have seen the importance of strengthening the collaboration between TANF and child welfare and have taken steps to coordinate or realign the two systems either as part of a large system reform effort or to meet the needs of special populations. For example, some tribes house their TANF and child welfare programs in the same department and collaborate on case plans and in other areas where there is overlap. Collaboration between the two systems has benefits for the children and families they serve, for the workers, and for the agencies.

ACF seeks to develop and demonstrate models of effective coordination by tribal governments and

consortia of Tribal TANF and child welfare services for tribal families at risk of child abuse or neglect, in order to better meet the needs of children and their families. Grants awarded under this funding announcement will assist tribes and tribal consortia administering TANF programs in planning for and implementing cross-system collaborative efforts. Grants must be used to improve case management for families eligible for assistance from the grantee's TANF program, for supportive services and assistance to tribal children in out-of-home placements and the tribal families caring for such children, including families who adopt such children, and/or for prevention services and assistance to tribal families at risk of child abuse and/or neglect.

Examples of areas that applicants might wish to address include:

- Developing and implementing integrated assessment, case planning, and inter-agency service delivery systems for families involved in both the TANF and child welfare systems. By improving information sharing, developing a single case plan, changing staffing patterns by sharing or realigning human resources, or using other means, tribes can take important steps to help these families address their problems in a manner that sets the family up for success.
- Developing and implementing joint initiatives to improve screening for families at risk of child abuse and/or child neglect and developing and implementing improved responses.
- Developing and implementing strategies to help families involved with multiple agencies. Collaboration among these agencies could ensure a comprehensive assessment and coordinated plan of action for a particular family, promote blending or braiding of financial resources to support those plans, and eliminate duplication of services in implementing the plan with a family.
- Supporting interagency and intra-agency planning, policy development, comprehensive family assessment, information and data sharing mechanisms, and cross-training of welfare and child welfare staff.
- Using the joint resources of the TANF and child welfare systems and other available community supports to improve services to at-risk children, youth, and families.
- Developing and implementing a holistic child abuse and child neglect prevention - enforcement - rehabilitation approach that involves TANF, child welfare, and other appropriate service providers and court(s), and provides culturally-appropriate social, educational, economic, and legal support for families.

These are a few examples of how TANF and child welfare services could be better integrated or coordinated to address needs. Applicants are free to identify other issues or aspects of TANF - child welfare coordination and to include other systems as well in their collaborative proposal. These grants should stimulate and facilitate development and implementation of effective models of strengthened communication, cooperation, and coordination.

These Tribal TANF - Child Welfare Coordination grants must feature effective coordination of Tribal TANF and child welfare services. They should help stabilize tribal families, help children and parents reach their full potential, and support healthier tribal communities. Consistent with the collaborative nature of the grants, they must be cross-cutting with Tribal TANF, child welfare, and other relevant programs and entities, including those that address child abuse and neglect and domestic violence, and they must help tribes provide a continuum of integrated and coordinated services that meet the needs of tribal families. They should help change behaviors of individuals and families and help lead to families' social and economic stability and to progressive tribal systems changes. They should feature culturally-appropriate systems of care that provide wraparound services and supports, and effective communication and collaboration, linkages and partnerships. They should assist families with parenting and relationship skills to improve parent - child and parent - parent relationships, as appropriate.

We are especially interested in projects that include one or both of the following elements. We encourage applicants to include one or both of these elements, as appropriate, as part of a holistic approach to meet the needs of the at-risk families who will participate in these projects. Tribal TANF and child welfare agencies and the Tribal TANF - Child Welfare Coordination project should work closely with other

relevant programs, organizations, and agencies to support these activities, entering into agreements and contracts as appropriate.

- Partnerships and coordination with home visiting and other childhood development programs:

Home visiting programs address the needs of individual families in the setting of the families' own homes. The Tribal TANF - Child Welfare Coordination project may work closely with established home visiting programs and/or carry out appropriate home visiting as part of this project. Tribal TANF - Child Welfare Coordination project funds may be used for home visiting related to coordination of child welfare and Tribal TANF services, to meet project requirements and the needs of the tribal community and families.

Home visiting should be carried out by persons who are knowledgeable about, and sensitive to, tribal culture and the problems and barriers faced by tribal families. Persons such as social workers, medical professionals and paraprofessionals, and/or Tribal TANF - Child Welfare Coordination project staff may provide support, knowledge/information, and skills regarding parenting and family functioning (including preventing child abuse and neglect and domestic violence), child development, child care, maternal and child health, education, nutrition, home management and housekeeping, budgeting and family finances, and dealing with the welfare and child welfare systems. They may provide referrals to and support in dealing with other programs, agencies, and institutions. They should establish strong relationships with participant families and caregivers. Home visiting will take place in the homes of participant families, including families with a pregnant woman, infant, toddler, child, and/or youth, as appropriate for the tribal community to be served.

Research has shown that home visiting programs can contribute to improving health, learning, and development outcomes for children, as well as improving health and economic self-sufficiency outcomes for pregnant women, parents, and primary caregivers. Successful home visiting programs are multi-faceted, providing services in the child protection, social services, health, and early education arenas based on a holistic assessment of what individuals families need. Home visiting programs provide voluntary in-home visits by social workers, nurses, or other trained professionals to pregnant and parenting women and families to provide information and support in prenatal care and preventive health, parenting and child development, education, referrals/linkages to health and community services and resources, and other services needed by families to function successfully and raise healthy children who are ready to learn and reach their full potential.

These home visiting programs may promote positive outcomes including: improved maternal and prenatal health, infant health, and child/youth health and development; improved parenting practices and family functioning; increased school readiness; improved family socio-economic status; greater coordination of referrals to community resources and supports; and reductions in the incidence of child abuse and neglect and domestic violence among vulnerable families with children.

As appropriate, the Tribal TANF - Child Welfare Coordination project also may work closely with early childhood development programs such as Head Start, and with local child care programs/providers and schools attended by participating children and youth.

- Partnerships and coordination with other programs and agencies/entities providing employment-related activities and services:

These employment-related activities and services should help participant adults and youth prepare for employment that will increase family income, help stabilize families, and help lead to self-sufficiency. These coordinated activities and services should assess and help address individual participant families' barriers to employment - barriers that impact the ability of these families to function effectively, add to families' stress, and put families more at risk. Working closely with TANF and other relevant programs and agencies and with individual participant families, the Tribal TANF - Child Welfare Coordination project may: help identify, document, and analyze families' barriers to employment; help develop coordinated plans for addressing these barriers; help address

barriers such as child abuse and neglect, domestic violence, and substance abuse; provide appropriate referrals to employment and training programs and supportive services; and help families deal with relevant systems, programs, and agencies.

As appropriate, employment-related activities and services should be provided by coordinating programs including TANF, child welfare, employment and training programs including Workforce Investment Act (WIA) programs funded by the Department of Labor and Native Employment Works (NEW) programs funded by ACF, educational and training institutions including tribal colleges and universities and vocational trade schools, potential employers, substance abuse and AODA (alcohol and other drug abuse) programs, etc. These activities and services might include:

- Activities and services to address substance abuse, child abuse and neglect, domestic violence, and anger management issues;
- Career/job counseling, including assessments of skill levels, aptitudes, and interests;
- Educational activities to prepare for or obtain employment, including support for GED, remedial, and vocational education;
- Job readiness activities, including training in resume and job application development, interviewing skills, appropriate workplace behavior and dress, workplace ethics, time management, etc.;
- Job training activities, including job/occupational skills training and on-the-job training;
- Employment activities, including job search, job placement, and work experience;
- Supportive and job retention services to enable participants to participate in these employment-related activities, including transportation, child care, medical services, and items such as clothing and tools that are needed for training or employment.

Funds from this project may not be used to subsidize job training/education, work experience, or employment, or to replace or supplant funding provided under other programs such as TANF, WIA, and NEW for the same activities and services in the grantee community.

Non-Supplanting

Under these demonstration grants, tribes and consortia may begin coordination of Tribal TANF and child welfare programs and services or improve existing coordination. These grants may not be used simply to continue current coordination, or to replace or supplant other funding provided for the same activities and services.

Tribes and tribal organizations that received funding under OFA's 2006 funding announcement for Coordination of Tribal TANF and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect (HHS-2006-ACF-OFA-FN-0131) may not use funding under this current FOA (HHS-2011-ACF-OFA-FN-0197) simply/solely to repeat the activities and services funded under the earlier funding announcement. They must propose entirely new projects, or build on, modify, and/or expand their projects. Activities demonstrated to be successful (including promising practices) based on the evaluations of their current Tribal TANF - Child Welfare Coordination projects, as funded under the earlier funding announcement, may be continued as part of a proposed, well-coordinated project under this current FOA. Funds may not be used to continue or extend existing grants. For example, the applicant may not simply modify the budget, or propose to increase the number of participants of a currently funded program, or use a previously submitted application.

Demonstration Projects

Consistent with the authorizing legislation, these demonstration projects should test the effectiveness of tribal governments or tribal consortia in coordinating the provision of child welfare and Tribal TANF services to tribal families at risk of child abuse or neglect. These projects should identify promising approaches and methods to improve service delivery. They should put into place and test new, unique, or distinctive approaches for delivering coordinated services to a specific population: TANF-recipient tribal families at risk of child abuse and/or neglect. These projects may test whether a program or service that has proven successful in one location or setting can work in a different context, or they may test a theory,

idea, or method that reflects a new and different way of thinking about service delivery.

These projects should help answer questions about the best ways to coordinate and improve delivery of TANF and child welfare services and how to develop and implement culturally-competent programs for low-income tribal populations.

These projects should establish model programs designed to develop, introduce, test, and evaluate innovative and/or evidence-based approaches in their own unique tribal communities, and prepare the way for replication and service improvement. Innovative projects depart from, or significantly modify, past program practices and test a new approach. These projects will participate in ACF-sponsored project evaluation/study to determine whether the service models they demonstrate result in improved service delivery and to measure the impact and outcomes of improved service coordination.

Technical Assistance

Applicants must indicate a willingness to receive ACF-sponsored technical assistance if the application is approved. Technical assistance is a set of consulting services that are available to help grantees succeed in implementing their programs. These services may include assistance in areas such as financial planning, program planning and implementation, and interpreting and applying legislation and regulations. Technical assistance may be available in areas including strategic planning (identifying goals and objectives and developing corresponding plans of action), developing protocols for child abuse/neglect and domestic violence prevention and services, coalition building, and measuring performance and outcomes. Assistance may be offered by ACF staff and/or contractor(s).

ACF expects all grantees to send the project director and other key staff to planned annual two- to three-day grantees' meetings in Washington, D.C., including a kickoff meeting to be held within the first six months of the project. ACF also expects grantees to attend one- to three-day OFA-sponsored technical assistance events that may be held. Applicants must allocate sufficient funds within their budgets to attend these meetings.

Evaluation/Study of Projects

As a condition of acceptance of an award under this announcement, all grantees are required to participate fully in ACF-sponsored evaluation and/or study of these Tribal TANF - Child Welfare Coordination projects and adhere to all evaluation/study protocols established by ACF or its designee contractor. Participation in ACF-sponsored evaluation/study may require grantees to support and comply with special data collection requirements, provide additional administrative data on program participants and their participation or service receipt, and facilitate on-site meetings and observations with and by Federal evaluation/study contractor staff, including interviews with program and partner agency managers and staff as well as participants, among other activities. Grantees are responsible for ensuring that partnering organizations comply with this condition of award. Grantees may not use Tribal TANF - Child Welfare Coordination funds awarded under this announcement to support independent evaluations.

Preference

Consistent with the authorizing legislation, ACF will provide preference to those eligible applicants that were awarded prior funds from OFA for Coordination of Tribal TANF and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect under the agency's previous authority in section 403(a) of the Social Security Act and have demonstrated their ability to successfully carry out that program/project.

In order to demonstrate and document that an applicant's prior OFA-funded Tribal TANF - Child Welfare Coordination project was successfully carried out, the ACF/OFA grant monitoring statements for the project for the six-month periods ending September 29, 2010, and March 31, 2011, must indicate that the project is proceeding in an acceptable/satisfactory manner, and ACF must have taken no adverse action(s) regarding the applicant's project within the year preceding the date of publication of this FOA. Based on ACF's review of this documentation, ACF will provide five (5) preference points to each applicant that

meets these requirements. ACF will determine whether applicants meet these requirements and whether preference points will be provided to individual applicants.

Assurances

Acceptance of Federal funds for projects responsive to this announcement will signify the applicant's assurance that it will comply with the following requirements:

1. Have the project fully functioning within 90 days following the project's starting date.
2. Use project funds only for the purposes and activities specified in the authorizing legislation, this FOA, and the applicant's approved project applications.
3. Submit all reports to ACF as required, in a timely manner, and in the required format (to be provided).
4. Participate in ACF-sponsored evaluation/study of these projects, in any ACF-sponsored research related to these projects, and in any needed technical assistance that relates to these projects.
5. Allocate sufficient funds in the budget to:
 - a. Provide for the project director and other appropriate key staff to attend annual two- to three-day grantees' meetings in Washington, D.C. (if such meetings are held), including a kickoff meeting to be held within the first six months of the project; and
 - b. Provide for participation in one- to three-day OFA-sponsored technical assistance events (if such events are held).

Administrative Costs/Indirect Costs

There is no predetermined administrative cost ceiling for projects funded under this announcement. Indirect costs consistent with approved indirect cost rate agreements are allowable. Applicants should enclose a copy of their current approved rate agreement if indirect costs are included. It should be understood that indirect costs are part of (included in), and not in addition to, the amount of funds awarded in the grant.

II. Award Information

| | |
|---------------------------------|-----------------------------|
| Funding Instrument Type: | Cooperative Agreement |
| Estimated Total Funding: | \$2,000,000 |
| Expected Number of Awards: | 10 |
| Award Ceiling: | \$250,000 Per Budget Period |
| Award Floor: | \$125,000 Per Budget Period |
| Average Projected Award Amount: | \$200,000 Per Budget Period |

Length of Project Periods:

36-month project with three 12-month budget periods

The projects awarded are expected to be for a project period of 36 months. The initial grant award will be for a 12-month budget period. The award of continuation beyond each 12-month budget period will be subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that continued funding would be in the best interest of the Federal Government.

Additional Information on Awards:

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

Applicants should provide a budget and budget justification for the first 12-month budget period in the initial application for funding. Non-competing continuation awards will be offered, subject to the availability of Federal funds.

Requests for awards at an amount lower than \$125,000 per budget period, or higher than \$250,000 per budget period, will be disqualified from competitive review.

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

The Federal Grant and Cooperative Agreement Act of 1977 defines the cooperative agreement as an alternative assistance instrument to be used in lieu of a grant when substantial Federal involvement with the recipient during performance is anticipated. The difference between grants and cooperative agreements is the degree of Federal programmatic involvement rather than the type of administrative requirements imposed. Therefore, statutes, regulations, policies, and information that apply to grants also apply to cooperative agreements, unless the award itself provides otherwise.

In order to ensure that ACF meets its compliance and technical assistance responsibilities, grants awarded under this FOA will be funded in the form of cooperative agreements. ACF anticipates that agency involvement will produce programmatic and administrative benefits to the recipient for carrying out the project. Federal involvement may include the following:

- ACF will provide consultation and will review and approve the work plan for the project and any revisions made to the work plan during the budget/project period.
- ACF will collaborate with the grantee in the selection of any advisory or work groups under this project and will attend work group meetings as appropriate.
- ACF will organize periodic consultations, meetings, briefings, teleconferences, and other forums, as necessary, with the grantee to review current and planned activities, to share information, and to promote national coordination. The first of these meetings will occur during the first 6 months of the project, so that the grantee can brief ACF on current operations, and plans for implementation of the project can be discussed.
- ACF will review and approve all resumes for key positions in the project.
- ACF and the grantee will collaborate regarding performance of key programmatic activities (for example, strategic planning, implementation, training and technical assistance, publications or products, and evaluation).
- ACF will keep the grantee agency informed about expectations for performance and current ACF policy.
- ACF will provide opportunities for and will facilitate coordination and collaboration with the grantee agency and to the extent necessary with other grantees or contractors funded by ACF.
- ACF will closely monitor the requirements stated in the FOA that limit the grantee's discretion with respect to scope of services offered and project implementation.
- ACF will closely monitor the grantee's performance; in order to ensure compliance with the intent of this FOA, this monitoring may exceed Federal stewardship responsibilities customary for discretionary 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

Eligibility is limited to entities that, on the date of publication of this funding announcement, administer a Tribal TANF program that operates under a tribal family assistance plan approved by ACF. These entities include certain:

- Federally recognized Indian tribal governments;
- Alaska Native regional non-profit corporations/associations; and
- Consortia of two or more federally recognized Indian tribal governments if the consortium administers a Tribal TANF program on behalf and at the direction of these tribal governments.

To prevent duplication of effort and funding, OFA will not fund any entity that receives other Federal funding for/during the project period of this grant for the same activities and services as it proposes under this OFA funding announcement.

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

A single applicant may submit only one application under this FOA. (If a single applicant submits more than one application under this FOA, the first application received will be considered the "official" application, and additional applications will not be considered. If more than one application from a single applicant is received at the same time by mail or hand delivery, ACF will require that the applicant provide an official written statement before the objective panel review, stating which application should be considered. If the applicant does not provide this statement before the panel review, the applications submitted by this applicant will not be considered. Applications that are not considered will be destroyed.)

Disqualification Factors

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

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

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

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

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

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

Office of Family Assistance OFA Operations Center

c/o Lux Consulting Group

8405 Colesville Road

Suite 600

Silver Spring, MD 20910

Phone: 1-866-796-1591

Email: OFA@luxcg.com

Federal Relay Service:

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

Section IV.2. Content and Form of Application Submission

Copies Required:

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

Signatures:

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

Formatting Requirements:

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

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

double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

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

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

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

Page Limit. The application page limitation is 60 pages total, excluding the required Standard Forms.

Forms, Assurances, and Certifications

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

| Forms / Assurances / Certifications | Submission Requirement | Notes / Description |
|---|--|---|
| Central Contractor Registration (CCR) | Required for all applicants. CCR registration must be active by time of award. | Required for all applicants. CCR registration must be active by time of award. |
| DUNS Number (Universal Identifier) | Required for all applicants. | Required for all applicants. |
| 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. |

| | | |
|--|--|--|
| 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 . |
| 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.

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

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

Non-Federal Reviewers

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

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

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

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

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

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

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

Central Contractor Registration (CCR) Requirement

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

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

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

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

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

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

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

Definitions:

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

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

Entity:

Means all of the following:

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

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

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

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

The Project Description

Part I: The Project Description Overview

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

General Expectations and Instructions

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

Part II: General Instructions for Preparing a Full Project Description

Introduction

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

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.

Outcomes Expected

Identify the outcomes to be derived from the project.

Include expected measurable outcomes/results for the project, including measurable outcomes for the children and families that will participate in and be affected by the project. Explain why these outcomes are likely to occur as a result of the proposed project.

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.

Identify the tribal agencies/departments and other participating agencies/entities that will be involved in the project, and demonstrate/describe their commitment to participate and coordinate in the project. State the roles and responsibilities of each agency/entity that will participate in the project.

Identify key staff and any consultants/contractors who will work on the project. State their roles and responsibilities.

State the allowable use(s) that the project will implement (one or more of the three statutorily-prescribed uses of Tribal TANF - Child Welfare Coordination project funds).

Describe how the project will coordinate Tribal TANF and child welfare services provided to tribal families at risk of child abuse or neglect.

Identify the population to be served by the project (the service population), including the types of TANF-recipient families to be served.

Provide evidence of organizational and staff experience and expertise regarding TANF and child welfare programs and the needs of families served by the two systems.

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.

Organizational Capacity

- Organizational charts
- Contact persons and telephone numbers
- Information on compliance with Federal/State/local government standards
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

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

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

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

Equipment

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

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

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

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

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

Indirect Charges

Description: Total amount of indirect costs. This category 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.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants and sub-recipients must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants, and sub-recipients are required to have CCR registration in order to apply for Federal grants and cooperative agreements.

- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](#).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain

assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.

- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

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

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

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

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

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

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

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **07/29/2011**

Explanation of Due Dates

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

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

Mailed Applications

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

Hand-Delivered Applications

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

Electronically-Submitted Applications

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

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

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

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.

3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

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

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

Extension/Waiver of Due Date and Receipt Time

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

Acknowledgement of Received Application

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

IV.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

Office of Family Assistance OFA Operations Center
c/o Lux Consulting Group
8405 Colesville Road
Suite 600
Silver Spring, MD 20910

Hand Delivery

Office of Family Assistance OFA Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
(Building entrance is on Second Avenue)
Silver Spring, MD 20910

Electronic Submission

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

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

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Objectives and Need for Assistance

Maximum Points: 20

In reviewing the objectives and need for assistance, the following factors will be considered:

- (1) The extent to which the applicant demonstrates a thorough understanding of the relevant characteristics of the tribe(s) to be served and the needs of the population to be served by the project.
- (2) The extent to which the applicant demonstrates understanding of the need to improve coordination of Tribal TANF and child welfare services to tribal families at risk of child abuse or neglect and demonstrates understanding of the nature and extent of the problems to be addressed.

- (3) The extent to which the applicant demonstrates understanding of the TANF and child welfare programs and the needs of children and families served by these systems, including needs regarding child abuse and neglect.
- (4) The extent to which the applicant defines clear, appropriate service area and service population for the project.
- (5) The extent to which the applicant presents a clear description of a realistic project that will meet community needs, including clear, appropriate, realistic project goals and objectives.

Approach

Maximum Points: 45

In reviewing the approach and documents of commitment/support, the following factors will be considered:

- (1) The extent to which the applicant describes a clear, realistic approach to implementing one or more of the three statutorily-prescribed uses of funds for coordination of Tribal TANF and child welfare services provided to tribal families at risk of child abuse or neglect.
- (2) The extent to which there is a clear, sound plan of action (work plan) for effectively implementing the proposed project, including major milestones and target dates (timeline) for the entire three-year project period. The extent to which the applicant clearly and adequately describes appropriate project activities and coordination for the entire project period. The extent to which there is a sound management and oversight plan for implementing and achieving the objectives of the project on time and within budget, including clearly defined responsibilities for accomplishing project tasks and ensuring quality.
- (3) The extent to which the applicant demonstrates a thorough understanding of the ways in which improved collaboration between the TANF system and the child welfare system could enhance services to children and families to prevent and respond to child abuse and neglect. The extent to which the proposal lays out a sound plan and makes a strong case that the proposed project will improve the capacity of the TANF system and the child welfare system to provide coordinated services to tribal families at risk of child abuse or neglect and will improve outcomes for children and families.
- (4) The extent to which the applicant demonstrates a clear understanding of the issues associated with seeking out, cooperating, and coordinating with appropriate partners to conduct project activities. The extent to which the applicant describes factors that could speed or hinder completion of project activities and explains how these factors would be managed.
- (5) The extent to which the proposed project will effectively advance coordinated approaches to improving services to families at risk of child abuse and/or child neglect. If existing coordination is in place for families at risk of child abuse or neglect, the extent to which the applicant clearly explains how the proposed project would enhance the current coordination.
- (6) The extent to which the proposed project involves realistic strategies that build on, or are an alternative to, existing strategies.
- (7) The extent to which the applicant clearly identifies appropriate participating agencies/entities and included programs. The extent to which the applicant clearly describes appropriate roles, responsibilities, and coordination among the participating tribal programs and agencies, with other entities/organizations, and with any contractors/consultants. The extent to which the applicant demonstrates that appropriate resources will be successfully mobilized and coordinated to improve services to children and families. The extent to which there are appropriate commitment/support documents from the applicant and partner entities.
- (8) The extent to which the applicant demonstrates a thorough understanding of the challenges of

improving collaboration among TANF, child welfare, and other relevant systems to help families at risk of child abuse and neglect. The extent to which the applicant provides a sound plan explaining how the project would successfully overcome these challenges.

(9) The extent to which plans for monitoring and documenting progress toward project milestones and desired outcomes are thorough and reasonable.

Outcomes Expected

Maximum Points: 5

In reviewing the outcomes expected, the following factors will be considered:

- (1) The extent to which the applicant identifies clear, meaningful, realistic, and measurable expected outcomes.
- (2) The extent to which the applicant makes a strong case that these outcomes are likely to occur as a result of the proposed project.

Budget and Budget Justification

Maximum Points: 20

In reviewing the budget and budget justification (required for the first year of the project), the following factors will be considered:

- (1) The extent to which the costs of the proposed project, including administrative costs, are reasonable and appropriate, in view of the activities to be conducted, services to be provided, and expected results and benefits.
- (2) The extent to which the applicant provides clear, appropriate, and realistic description and justification of the budget.

Organizational Capacity

Maximum Points: 10

In reviewing the organizational capacity, the following factors will be considered:

- (1) The extent to which the applicant provides evidence that it has sufficient relevant experience and expertise in the following areas: TANF and child welfare programs and the needs of families served by the two systems; developing, implementing, and evaluating service integration or coordination models; and culturally competent service delivery.
- (2) The extent to which the applicant demonstrates that it and each participating project component possess the organizational capacity to fulfill their assigned roles and functions effectively.
- (3) The extent to which the applicant provides evidence that its fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this funding announcement.
- (4) The extent to which the applicant clearly describes the roles and responsibilities (including appropriate job descriptions) and time commitments of each proposed project staff position, and the extent to which these roles and responsibilities and time commitments are appropriate and relevant to successful implementation and oversight of the proposed project.
- (5) The extent to which the applicant states clearly defined, appropriate roles and responsibilities for any consultants and contractors.
- (6) The extent to which the applicant demonstrates that the proposed project director and other project staff (if known) possess sufficient relevant knowledge, experience, capabilities, and expertise to implement and manage effectively a project of this nature, scope, size, and complexity.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

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

Objective Review and Results

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

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

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

After applications are reviewed and evaluated by objective review panels, ACF will provide preference, consistent with the authorizing legislation, to those eligible applicants that:

- were awarded prior funds from OFA for Coordination of Tribal TANF and Child Welfare Services to Tribal Families at Risk of Child Abuse or Neglect under the agency's previous authority in section 403(a) of the Social Security Act; and
- have demonstrated their ability to successfully carry out that program/project.

In order to demonstrate and document that an applicant's prior OFA-funded Tribal TANF - Child Welfare Coordination project was successfully carried out, the ACF/OFA grant monitoring statements for the project for the six-month periods ending September 29, 2010, and March 31, 2011, must indicate that the project is proceeding in an acceptable/satisfactory manner, and ACF must have taken no adverse action(s) regarding the applicant's project within the year preceding the date of publication of this FOA. Based on ACF's review of this documentation, ACF will provide five (5) preference points to each applicant that meets these requirements. ACF will determine whether applicants meet these requirements and whether preference points will be provided to individual applicants.

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

Awards under this FOA will be announced and made by September 29, 2011.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

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

VI.2. Administrative and National Policy Requirements

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

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

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

Equal Treatment for Faith-Based Organizations

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

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

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

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

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

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

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

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

Performance Progress Reports (PPR)

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

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

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

Federal Financial Reports (FFR)

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

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

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

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

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

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

Further instructions will be provided, as necessary, with award terms and conditions that will

address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

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

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

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

VII. Agency Contacts

Program Office Contact

Ann Bowker
Department of Health and Human Services
Administration for Children and Families
Office of Family Assistance
370 L'Enfant Promenade, SW
5th Floor East
Washington, DC 20447
Phone: (202) 401-5308
Email: ann.bowker@acf.hhs.gov

Office of Grants Management Contact

Tim Chappelle
Department of Health and Human Services
Administration for Children and Families
Office of Administration, Office of Grants Management
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: OFA@luxcg.com

Federal Relay Service:

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

VIII. Other Information

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

Reference Websites

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

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

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

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

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

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

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

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

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

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

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

OFA expects to hold a pre-application technical assistance teleconference call for potential applicants, to summarize and respond to questions about this funding opportunity announcement. If there is sufficient interest, OFA expects to hold a second teleconference call providing the same information for potential applicants. Potential applicants will call in to a toll-free number to access the teleconference(s). The specific date(s) of the teleconference(s) are not known at this time. Information about the teleconference(s) will be posted on OFA's website at www.acf.hhs.gov/programs/ofa, and all eligible entities under this FOA (Tribal TANF grantees as of the date of publication of this FOA) will be notified by e-mail or telephone prior to the teleconference(s).

Application Checklist

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

What to Submit

Where Found

When to Submit

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

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|--|---|---|
| <p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p> | <p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p> | <p>If applicable, submission is due prior to award.</p> |
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Appendices