



Administration for Children and Families

Administration on Children, Youth and Families

AdoptUSKids

HHS-2012-ACF-ACYF-CQ-0269

Application Due Date: 06/25/2012

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

Program Office: Administration on Children, Youth and Families - Children's Bureau
Funding Opportunity Title: AdoptUSKids
Announcement Type: Initial
Funding Opportunity Number: HHS-2012-ACF-ACYF-CQ-0269
CFDA Number: 93.254
Due Date for Applications: **06/25/2012**

Notice: On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via www.Grants.gov for discretionary grant applications. (76 Fed. Reg. 66721-66723, October 27, 2011, [New Policies and Procedural Requirements for the Electronic Submission of Discretionary Grant Applications](#)). Please see *Section III.3. Disqualification Factors*, *Section IV.2. Content and Form of Application Submission* and *Application Submission Options*, and *Section IV.3. Explanation of Due Dates and Times* for information on electronic application submission and the availability of exemptions allowing applicants to submit applications in paper format.

Executive Summary:

The purpose of this funding opportunity announcement is to establish, by awarding a cooperative agreement, a multi-faceted national AdoptUSKids project designed to assist States and tribes in the recruitment and retention of foster and adoptive parents for children in public foster care. AdoptUSKids will:

1. Establish the National Resource Center for Diligent Recruitment at AdoptUSKids (NRCDR). The purpose of the NRCDR is to assist in building the capacity of State and tribal child welfare systems through the provision of training and technical assistance (T/TA), information, and consultation. NRCDR will provide T/TA related to the recruitment and retention of foster and adoptive families. NRCDR will provide T/TA to States to assist them in the implementation of diligent recruitment plans as required in the State Child and Family Service Plan. NRCDR will coordinate with the National Resource Center for Tribes in providing T/TA to Tribes regarding the recruitment of foster and adoptive parents for children who require these services;
2. Operate, maintain, and enhance the National Adoption Internet Photolisting site (currently operating as www.adoptuskids.org);
3. Support the National Adoption Recruitment Campaign by planning, carrying out, and assisting States and tribes to carry out fulfillment activities in response to a national multi-media adoptive parent recruitment campaign, if needed;
4. Operate a National Adoption and Foster Care Information Exchange System that provides information and assists States and tribes in the recruitment of prospective foster parents and adoptive parents for children in public foster care; and
5. Develop and disseminate information, strategies, and effective or evidence-based models for the implementation of adoptive and foster family support activities for States and tribes.

I. Funding Opportunity Description

Statutory Authority

Description

Background

Administration on Children, Youth and Families' Focus on Improving Well-Being

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

ACYF is committed to facilitating healing and recovery and promoting the social and emotional well-being of children who have experienced maltreatment, exposure to violence, and/or trauma. This funding announcement and other discretionary spending this fiscal year are designed to ensure that effective interventions are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of children and youth into adulthood.

Children who have experienced maltreatment, exposure to violence, and/or trauma are impacted along several domains, each of which must be addressed in order to foster social and emotional well-being and promote healthy, positive functioning:

- **Understanding Experiences:** A fundamental aspect of the human experience is the development of a world view through which one's experiences are understood. Whether that perspective is generally positive or negative impacts how experiences are interpreted and integrated. For example, one is more likely to approach a challenge as a surmountable, temporary obstacle if his or her frame includes a sense that "things will turn out alright." On the contrary, negative experiences can color how future experiences are understood. Ongoing experiences of abuse might lead children to believe they deserve to be maltreated and affect their ability to enter into and stay engaged in safe and healthy relationships. Interventions should seek to address how young people frame what has happened to them in the past and their beliefs about the future.
- **Developmental Tasks:** People grow physically and psychosocially along a fairly predictable course, encountering normal challenges and establishing competencies as they pass from one developmental stage to another. However, adverse events have a marked effect on the trajectory of normal social and emotional development, delaying the growth of certain capacities, and, in many cases, accelerating the maturation of others. Intervention strategies must be attuned to the developmental impact of negative experiences and address related strengths and deficits to ensure children and youth develop along a healthy trajectory.
- **Coping Strategies:** The methods that young people develop to manage challenges both large and small are learned in childhood, honed in adolescence, and practiced in adulthood. Those who have been presented with healthy stressors and opportunities to overcome them with appropriate encouragement and support are more likely to have an array of positive, productive coping strategies available to them as they go through life. For children who grow up in unsafe, unpredictable environments, the coping strategies that may have protected them in that context may not be

appropriate for safer, more regulated situations. Interventions should help children and youth transform maladaptive coping methods into healthier, more productive strategies.

- **Protective Factors:** A wealth of research has demonstrated that the presence of certain contextual factors (e.g., supportive relatives, involvement in after-school activities) and characteristics (e.g., self-esteem, relationship skills) can moderate the impacts of past and future negative experiences. These protective factors are fundamental to resilience; building them is integral to successful intervention with children, youth, and families.

The skills and capacities in these areas support children and youth as challenges, risks, and opportunities arise. In particular, each domain impacts the capacity of young people to establish and maintain positive relationships with caring adults and supportive peers. The necessity of these relationships to social and emotional well-being and lifelong success in school, community, and at home cannot be overstated and should be integral to all interventions with vulnerable children and youth. Additionally, building these skills and capacities through the implementation of effective interventions will ready children, youth, and families for positive permanency outcomes.

An important component of promoting social and emotional well-being includes addressing the impact of trauma, which can have a profound effect on the overall functioning of children and youth. ACYF promotes a trauma-informed approach, which involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the domains outlined above, as well as the behavioral and mental health sequelae of trauma.

ACYF anticipates a continued focus on social and emotional well-being as a critical component of its overall mission to ensure the safety, permanency, and well-being of children.

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

The purpose of CB's programs is to promote strengthening of the family unit in order to help prevent the unnecessary separation of children from their families and encourage reunifying families, when possible, if separation has occurred. State and tribal child welfare systems are designed to deliver direct services that protect children who have suffered maltreatment, who are at risk for maltreatment, or who are under the care and placement responsibility of the State and/or tribe because their families are unable to care for them. These systems also focus on securing permanent legal placement with families, such as reunification, guardianship, and adoption for children and youth who are unable to return home. (For more information about CB's programs, visit <http://www.acf.hhs.gov/programs/cb>.)

AdoptUSKids Project

The Need for the National AdoptUSKids Project

The Multi-Ethnic Placement Act (MEPA) of 1994, as amended, prohibits the delay or denial of any adoption or placement in foster care due to the race, color, or national origin of the child or the foster or adoptive parents. It also requires States to provide for diligent recruitment of potential foster and adoptive families who reflect the ethnic and racial diversity of children for whom homes are needed. Section 1808 of Pub.L.104-188 affirms the prohibition against delaying or denying the placement of a child for adoption or foster care on the basis of race, color, or national origin of the foster or adoptive parents of the child involved (42 U.S.C 1996b). To meet MEPA's diligent efforts requirements, States must have a comprehensive plan that includes:

1. A description of the characteristics of waiting children;

2. Specific strategies to reach all parts of the community;
3. Diverse methods of disseminating both general and child-specific information;
4. Strategies for assuring that all prospective parents have access to the home study process, including location and hours of services that facilitate access by all members of the community;
5. Strategies for training staff to work with diverse cultural, racial, and economic communities;
6. Strategies for dealing with linguistic barriers;
7. Non-discriminatory fee structures; and
8. Procedures ensuring a timely search for prospective parents awaiting a child, including the use of exchanges and other interagency efforts, provided that such procedures ensure that the placement of a child in an appropriate household is not delayed by the search for a same race or ethnic placement.

State agencies are required to submit a 5-year comprehensive Child and Family Services Plan (CFSP) which outlines initiatives and activities the State, tribe, or Territory will carry out in administering programs and services to promote the safety, permanency, and well-being of children and families. In the CFSP, the State must describe its plan for the diligent recruitment of potential foster and adoptive families that reflects the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed. In the Annual Services and Progress Report (http://basis.caliber.com/cwig/ws/cwmd/docs/cb_web/SearchForm), the State must describe the State's progress and accomplishments made in the past fiscal year with regard to the diligent recruitment of potential foster and adoptive families who reflect the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed, as well as explain planned activities for recruiting foster and adoptive families in the coming year.

In September 2010, ACF completed the second round (R2) of CFSRs in all 50 States, the District of Columbia, and Puerto Rico. In these reviews, no State achieved "substantial conformity" on six of the seven safety, permanency and well-being outcomes. On the performance indicator which addresses stability of foster care placements (Item 6), a scarcity of appropriate placement resources, particularly for children with special care needs or severe behavior problems, was noted in 37 States. This is an increase from 19 States in Round 1 (R1). On the performance indicator which addresses adoption (Item 9), no States performed satisfactorily; only 36 percent of the applicable cases reviewed during R2 were rated as a "strength." Although the most common concern for this item was related to timely processing of termination of parental rights petitions, many other challenges and barriers were identified, including, but not limited to, insufficient recruitment of and follow-up with resource families.

In the 37 States where shortage of foster homes was identified, the greatest needs for foster and adoptive resources were for:

- Adolescents;
- Children with mental health or behavioral health needs;
- Children with disabilities or other physical and medical needs; and
- Large sibling groups.

In all 37 States, a need for more culturally diverse homes (e.g., Native American, African American, and Hispanic) was identified. Finally, lack of appropriate training for foster and adoptive parents to meet the needs of children were identified in 33 States, and in 17 States, there were limited resources available to support caregivers.

Findings related to the systemic factor, Foster and Adoptive Parent Licensing, Recruitment and Retention, identified that 33 States had no formal process for analyzing the characteristics of the children in foster care in order to formulate a diligent recruitment plan with specific strategies for different communities based on the demographics of the children in foster care from that community. This is a slight increase from R1, where 32 States were rated as Areas Needing Improvement (ANI). Furthermore, there were 30

States where no retention activities were identified in the recruitment plan and 11 States where support services were identified as needed in Item 6 but not addressed in the recruitment plan.

Analysis of the R2 findings show statistically significant relationships between ratings of "substantial conformity" with Foster and Adoptive Parent Licensing, Recruitment and Retention systemic factor and ratings of substantially achieved for Safety Outcome 1, Permanency Outcomes 1 and 2, and Well-Being Outcome 2 (Items 1, 3, 4, 9, 13-15, 17-20 and 21). All of these findings support the need to develop more effective programs in support of effective recruitment and retention of foster and adoptive homes, and appropriate matching and placement of children and youth with families who can provide permanent family connections.

The Children's Health Act of 2000 provides for the development and implementation of a national adoption recruitment campaign. It also provides for assistance to support groups for adoptive families, adopted children, and their siblings.

With the passage of the Adoption and Safe Families Act of 1997 (ASFA), States are no longer permitted to use jurisdictional barriers as a reason to delay or deny a permanent home to a child. ASFA calls upon States to use regional and national information exchange systems (particularly electronic exchange systems), and to report on this utilization in their CFSP.

As a result of the Fostering Connections to Success and Increasing Adoption Act of 2008, recruitment of foster and adoptive parents is needed to provide for sibling placements and to ensure children and youth can remain in their school upon placement into foster care.

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

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

Child Welfare Training and Technical Assistance Network

The AdoptUSKids Project will be a part of CB's Child Welfare Training and Technical Assistance Network (T/TA Network). The T/TA Network is designed to improve child welfare systems and to support States and tribes in achieving sustainable, systemic change that results in greater safety, permanency, and well-being for children, youth, and families. The T/TA Network is currently comprised of a group of T/TA providers funded entirely or partially by CB through grants, contracts, and interagency agreements. For over a decade, CB has provided funding for a growing network of NRCs, the Child Welfare Information Gateway, and other child welfare T/TA providers.

T/TA Network members serve a variety of systems, agencies, organizations, and institutions and perform a diverse range of services. Despite being authorized by different statutes and charged with diverse tasks and objectives, members of the T/TA Network are collectively charged with the successful promotion of systems change that will ultimately improve outcomes for children, youth, and families in the United States and its territories. T/TA Network members hold program-specific topical expertise in multiple aspects of child welfare systems and across the continuum of child welfare practice and as such, they are expected to provide States and tribes with the necessary information, T/TA, and consultation to build capacity within their child welfare systems. Together, T/TA Network members are expected to facilitate positive change in service delivery, and in some cases comprehensive cross-system reforms, that collectively build systemic capacity and result in more effective and promising practice.

Knowledge development and transfer, leadership development, information management, and dissemination of effective and promising practices have all been key objectives of the T/TA Network. T/TA Network members who provide services directly to child welfare agencies and courts are expected to subscribe to a common set of guiding principles. The Systems of Care (SOC) framework and Child and Family Services Reviews' (CFSR) principles have become the foundation for an evolving model of practice that guides the manner in which the T/TA Network entities support States and tribes in their pursuit of necessary systemic change. CB expects T/TA Network members to operate collectively as a single, integrated T/TA service delivery system. (More information about T/TA Network members can be found at <http://www.acf.hhs.gov/programs/cb/tta/index.htm>.)

One T/TA Network

CB expects for its T/TA providers to function as "one T/TA Network." Members are expected to function as a seamless entity in their provision of T/TA service delivery to States and Tribes. They are expected to individually provide topical expertise as a part of the whole T/TA Network. Each member of the Network is expected to: collaborate; coordinate their T/TA; perform project activities that complement one another; subscribe to common principles; cross refer to the appropriate T/TA Network member as needed to be responsive to the needs of States and tribes; and participate fully in common messaging that clearly identifies each provider with the T/TA Network.

Whenever a T/TA Network member performs activities and provides T/TA that are either entirely or partially supported by CB, these services must be clearly identified with the T/TA Network and perceived by the individual provider's client to be a service of CB. States and tribes should be made aware of any existing T/TA Network efforts related to their child welfare systems. All T/TA Network members are expected to inform their clients about the full array of relevant T/TA Network resources when addressing requests for T/TA. Integrated service delivery must be pursued when beneficial to the client and collaboration shall take precedence over concerns about an individual T/TA provider's scope of responsibility. A T/TA Network member is expected to consult and partner with its Network peers at the request of a client or if additional support or expertise is appropriate, when such collaboration would increase the likelihood of successfully achieving the objectives of the T/TA, and/or when it is appropriate to do so in order to effectively address the T/TA needs of the client.

Coordination

For several years, CB has worked closely with the T/TA Network to continuously develop a more coordinated strategy and approach to working with States and tribes. This was a progression from the previous work and mission of the NRCs, which historically worked independently of one another in the provision of T/TA. Collaboration, communication, and coordination among T/TA Network members have greatly increased as a result of this evolution. Membership in the T/TA Network has been expanded in response to the important contributions that these CB initiatives collectively offer in building capacity for systemic change. T/TA Network members have developed into a community of resources and centers of topical expertise that are flexible, responsive, collaborative, and coordinated in responding to changing Federal priorities and emerging challenges from the field. To this end, CB is committed to continuing to plan, implement, and foster a stronger, formalized, coordinated, and seamless T/TA strategy across the network of T/TA providers to support State and tribal child welfare systems in their change efforts.

CB does not expect any individual T/TA provider to have comprehensive expertise across all aspects of child welfare practice in a child welfare system. Therefore, NRCs are expected to regularly engage with their peers in joint consultation, training, and other T/TA activities when collaboration or partnership is necessary to most effectively serve clients' T/TA needs. NRCs will collaborate and work closely with Federal staff in CB Central and Regional Offices when States and tribes submit requests for on-site T/TA and other substantial services. Each NRC will follow all approval and coordination procedures for T/TA requests and will work cooperatively with the entity designated by CB to coordinate T/TA delivery. Each NRC will be prepared to serve, if necessary, as a facilitator of collaborative consultation and training in

response to T/TA requests related to its area of focus and topical expertise. NRCs will refer requests to other T/TA Network members when appropriate and collaborate when the expertise of more than one provider is necessary to achieve the objectives of a T/TA request or need. CB expects T/TA Network members to operate collectively as a single, integrated T/TA service delivery system, providing coordinated and timely implementation delivery of T/TA that avoids delays or duplication of effort.

Child Welfare Monitoring and Technical Assistance

CB employs several monitoring tools, including the CFSRs, Title IV-E Foster Care Eligibility Review, the Adoption and Foster Care Analysis and Reporting System (AFCARS) Assessment Review, and the Statewide Automated Child Welfare Information System (SACWIS) Assessment Review, to ensure conformity with Federal child welfare requirements and to help States achieve safety, permanency, and well-being for children. (For more information about child welfare monitoring, see <http://www.acf.hhs.gov/programs/cb/cwmonitoring/index.htm>.) Section 1123A of the Social Security Act requires that technical assistance be made available to States, to the extent feasible, to enable them to develop and implement corrective action plans that address those areas needing improvement. Program Improvement Plans (PIPs) have become an important tool for planning corrective action and pursuing strategies for change. PIPs are expected to build on child welfare systems' strengths and address areas needing improvement which were identified during Federal monitoring reviews. PIPs emphasize building capacity and implementing changes that will improve child welfare outcomes.

While the work of several T/TA Network members focuses on improving State and tribal compliance with Federal requirements, helping jurisdictions apply the knowledge gained from Federal child welfare monitoring reviews, and assisting with the development and implementation of PIPs, the ultimate purpose of the T/TA Network is to improve child welfare systems, build capacity, and support States and Tribes in achieving sustainable, systemic change that yields better outcomes for children, youth, and families. CB has learned that systemic reform requires a proactive approach to T/TA as well as a commitment to strategic, focused, and sustained planning and implementation.

Specific strategies adopted by a State or tribe to improve a particular outcome or an area of practice must be part of a larger, cohesive, and comprehensive vision for change that permeates the child welfare system at all levels of responsibility and leadership. The principles that drive the change effort need to inform and infuse each step of the reform process and to be supported before, during, and after implementation.

Systems of Care Framework and CFSR Guiding Principles

T/TA Network members who provide services directly to child welfare agencies and courts are expected to subscribe to a common set of guiding principles. The SOC framework and CFSR principles have become the foundation for an evolving model of practice that guides the manner in which the T/TA Network entities support States and tribes in their pursuit of necessary systemic change. CB expects T/TA Network members to operate collectively as a single, integrated T/TA service delivery system.

Adopted from its application in the mental health field, SOC refers to a conceptual framework and set of principles that direct child welfare agencies and systems to pursue individualized, coordinated, and holistic approaches to working with children, youth, and families. In child welfare, SOC is characterized by shared, cross-cutting principles and a continuum of integrated services from prevention to permanency support that span programs, agencies, and institutions. A SOC approach is community-based, child-centered, family-focused, strengths-based, culturally competent, and comprehensive. It addresses the physical, mental, emotional, social, educational, and developmental needs of children, youth, and their families while taking into account the individual, family, community, and broader systemic risk and protective factors that contribute to a child's safety and well-being. (Go to http://www.childwelfare.gov/systemwide/service_array/ for more information.)

The guiding principles of the CFSR are consistent with this SOC framework. Child safety, permanency, and well-being are closely tied to principles of service delivery for effective practice including: prevention services; family-focused and community-based services; flexible, accessible, and coordinated services;

culturally appropriate services; and strengths-based and individualized services. Services should be organized along a continuum and linked to a wide service array to meet the multiple service needs of children, youth, and families. The principles of the CFSR are more commonly described to be:

- Family-centered practice;
- Community-based services;
- Individualized services; and
- Strengthening the capacity of families.

In the context of T/TA service delivery, subscribing to SOC and CFSR principles means that NRCs are expected to collaborate with other T/TA Network members and CB and to collectively offer client-centered, individualized, and strengths-based services to States and tribes. The NRCs will occupy a critical niche in an array of T/TA service providers who address multiple legislative and child welfare service priorities and address practice areas across the continuum of child welfare service delivery. The NRC's T/TA will be proactive, collaborative, coordinated, accessible, and culturally competent.

Together, members of the T/TA Network will build relationships and engage child welfare systems. Frequently, they will conduct joint assessments, provide collaborative consultation, and produce shared products, particularly in programmatic areas where T/TA entities share responsibility for practice issues. Network members will accept individual and shared accountability for the quality of their consultation and products and their ability to facilitate sustainable systemic change. Furthermore, the NRCs are responsible for ensuring that the consumers of its T/TA, State and tribal child welfare systems, and ultimately the children, youth, and families they serve, have a voice in decision-making regarding the quality and content of service provision. T/TA Network members will work with States and tribes to consider how system change activities will support a seamless experience of service delivery for children, youth, and families. (Further information about implementing SOC principles in child welfare can be found in *Primer Hands On Child Welfare, Improving Child Welfare Outcomes through Systems of Care: Building the Infrastructure*, and other publications at <http://www.childwelfare.gov/catalog/>. More information about changing systems can be found at http://www.acf.hhs.gov/programs/cb/cwmonitoring/changing_culture.htm.)

While the NRC's approach to service delivery must be aligned with the SOC framework and CFSR principles, the substance of its T/TA activities will be guided by them as well. Whether assessing systemic problems, constructing strategic plans, facilitating dialogue, or designing T/TA with its State and tribal consumers, NRCs will observe and critically examine management and practice issues through the lens of the CFSR and SOC principles. While these principles are central to the T/TA Network's operation and vision for change, CB does not expect the NRCs to uniformly advise States and tribes to adopt the SOC framework or to articulate their principles in the same way. States and tribes will differ significantly in their strengths and challenges, organizational cultures, visions for the future, and strategies for change. CB intends for SOC and CFSR principles to guide the NRC's service delivery approach rather than become prescribed content that is uniformly disseminated to States and tribes. NRCs are expected to tailor their T/TA to each of its clients and to consider the impact of service delivery as children, youth and families are transitioned to different programs within the child welfare agency.

Once a State or tribe has identified a particular need, barrier, or issue that requires attention, an NRC is expected to partner with its T/TA peers, CB, and the client to comprehensively assess and mutually define the problem in the context of broader systemic conditions. Rather than assuming that a problem is isolated, the NRCs will approach identified problems as opportunities for further investigation, broad systems thinking, and change that will result in sustainable improvement.

Dissemination

AdoptUSKids will be a repository for information and resources, and a vehicle for dissemination for products that address a broad range of issues related to the recruitment and retention of foster and adoptive parents. AdoptUSKids is also expected to play a critical role in the dissemination of evidence-based and

evidence-informed practices.

Evidence-based practices are approaches to prevention or treatment that are validated by some form of documented outcomes evaluation. This could be findings established through scientific research, such as controlled clinical studies, but other methods of establishing evidence may also be valid.

Evidence-informed practices use the best available research and practice knowledge to guide program design and implementation within context. This informed practice allows for innovation and incorporates the lessons learned from the existing research literature.

CB expects AdoptUSKids to be a point of contact for easily accessible, well-organized, and user-friendly resources for States and tribes. In addition to storing and organizing information, AdoptUSKids will be responsible for assessing the quality of its resources and for being knowledgeable about their content. AdoptUSKids will make general information about itself, the T/TA Network, applicable programs and services, as well as specific training curricula, research, reports, tools, or other resources widely available. AdoptUSKids is expected to consult with Child Welfare Information Gateway and other T/TA Network members to capitalize on opportunities to link useful information and facilitate easy navigation by website users without unnecessarily duplicating effort.

Working with CB Research and Demonstration Grantees

CB awards discretionary research and demonstration grants for projects that test innovative approaches to addressing a variety of child welfare issues. NRCs will be expected to consider the knowledge being developed by these projects as a potential resource. Throughout the life of their cooperative agreements, AdoptUSKids will work with their Federal Project Officer (FPO) and others to identify topically relevant discretionary grant activities, to determine areas of knowledge being developed by these grantees that could be utilized by the NRC as it provides T/TA, and to make the most of potential connections between CB's knowledge development and knowledge transfer initiatives. Information about CB Research and Demonstration grants is available through the Discretionary Grants Library. This is an online tool that allows users to search for and view CB program announcements and other information related to specific CB grant projects. (See http://www.acf.hhs.gov/programs/cb/programs_fund/index.htm#disc.)

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$3,669,500
Expected Number of Awards:	1
Award Ceiling:	\$3,669,500 Per Budget Period
Award Floor:	\$366,950 Per Budget Period
Average Projected Award Amount:	\$3,669,500 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

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

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

Application Disqualification Factors.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-Federal resources in their application budgets and budget justifications, even if the projected commitment exceeds the required amount of match or cost share. A grantee's failure to provide the required matching amount will result in the disallowance of Federal funds.

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

In the first budget period, the maximum Federal share of each project is not to exceed \$3,669,500. The projects awarded will be for a project period of 60 months.

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

Cooperative Agreement:

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

- CB and recipient joint collaboration in the performance of key programmatic activities (i.e., strategic planning, implementation, information technology enhancements, T/TA, publications or products, and evaluation);
- Close monitoring by CB of the requirements stated in this announcement that limit the grantee's discretion with respect to scope of services offered, organizational structure, and management processes; and
- Close monitoring by CB during performance which may, in order to ensure compliance with the intent of this funding, exceed those Federal stewardship responsibilities customary for grant activities.
- CB must approve each activity at each project level.

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

III. Eligibility Information

III.1. Eligible Applicants

Eligible Applicants

Public or private agencies or organizations are eligible entities under this announcement.

Additional Information on Eligibility

Applicants must demonstrate experience in child welfare, foster home development, and adoption services. (See "Organizational Capacity" in *Section IV.2 The Project Description*.)

CB will accept applications that represent partnerships among organizations with relevant experience. Applicants may subcontract with organizations specializing in their assigned tasks. Applications from collaborations must identify a primary applicant responsible for administering the cooperative agreement.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement. See *Section III.3. Other*.

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

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

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number (Universal Identifier) and Central Contractor Registration (CCR) Requirements

DUNS Number Requirement

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

All applicants and subrecipients must have a DUNS number 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., CST

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

Central Contractor Registration (CCR) Requirement

Central Contractor Registration (CCR) is 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.

Effective October 1, 2011, HHS required all entities that plan to apply for, and ultimately receive, Federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application or 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.

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

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

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. 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 are strongly encouraged to register at the CCR well in advance of the application due date.

The planning, development, implementation, and evaluation of CB's multimedia national recruitment campaign will be conducted under a separate mechanism, not as part of this program announcement.

APPLICATION DISQUALIFICATION FACTORS

Applications from individuals, foreign entities, or sole proprietorship organizations will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

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

Application Submission Disqualifications

Beginning January 1, 2012, ACF requires electronic submission of applications at www.Grants.gov. Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents (files) to the Internet may contact ACF for an exemption that will allow these applicants to submit an application in paper format. Information on requesting an exemption from electronic application submission is found in *Section IV.2. Application Submission Options*.

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Please Note: Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at ACF. These applications will not be acknowledged. Applications that fail the Grants.gov validation check are not transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp email. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement.

Paper applications received from applicants that have not requested an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement. See "*Request an Exemption from Required Electronic Application Submission*" in *Section IV.2. Content and Form of Application Submission*.

Applications that are disqualified under any of these circumstances will receive written notification by letter or by email.

Read and observe the formatting instructions for application submissions in *Section IV.2. Content and Form of Application Submission*.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
ATTN: Children's Bureau
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: cb@luxcg.com

Electronic Application Submission:

The electronic application submission package is available at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants/grants_resources.html. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the [Grants.gov Forms Repository](http://www.Grants.gov) website and at http://www.whitehouse.gov/omb/grants_forms.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

For All ACF Applications:

Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An 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.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the Central Contractor Registration (CCR).

Point of Contact

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

Application Checklist

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

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

Application Package Components

Applications must be divided into the sections listed in the table. (The order in which components are submitted electronically via www.Grants.gov or included in a paper application may not be the same as listed in the table.) Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages and will not count against page limitations.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Notice: The Administration for Children and Families has implemented required electronic application submission via www.Grants.gov. Applicants are now required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See Section IV.2. Application Submission Options.

Electronic applications will only be accepted via www.Grants.gov. ACF will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required

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

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See Section IV.2. Application Submission Options and Section IV.3. Submission Due Dates and Times, Explanation of Due Dates. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to ACF. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See Section IV.2. Required Forms, Assurances, and Certifications for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that each component is submitted in a separate electronic file.** Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Budget Justification should be no more than 10 single-spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

The required content of the Project Description and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Description, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files. The font size on any scanned documents must be large enough so that it is readable.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced page in 12-point font and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore () may be used to separate a file name.

Use only file formats supported by ACF.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by ACF will be removed from the application and

will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password protect the electronic application files!

If ACF cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order to submit an application in paper format. See Section IV.2. Request an Exemption from Required Electronic Application Submission later in this section under Application Submission Options.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	Limited to one single-spaced page.
Project Description	Page Limitations and included items are listed later in this section.
Budget Justification	No more than 10 single-spaced pages and will not count against page limitations.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.
Appendices	Page Limitations and included items are listed later in this section.

Copies Required

Applicants must provide one original and two copies of all application materials when submitting an application in paper format.

Signatures

An original signature of the AOR is required only on the original copy of paper application submissions. 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.

Format Requirements for Paper Applications

Applicants must follow the instructions provided in this section.

All application materials must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the paper application submission must be sequentially numbered.** Application materials must be printed on one side only of each page so that they may be easily reproduced. If two-sided pages are submitted, only the "front" page will be used.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 12-point font. The Project Summary/Abstract is required to be one single-spaced page in 12-point font. The Budget Justification may be single-spaced, in 12-point font, and should be no more than 10 pages. The font size on any scanned documents must be large enough so that it is readable.

All copies of a mailed or hand-delivered paper application must be submitted in a single package. A separate package must be submitted for application under a single funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation. Use a clip (not a staple) to securely bind the application together. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal government for review. Application materials must be one-sided for duplication purposes.

Instructions on the order of assembly for paper application submissions are available under this formatting section.

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper application submissions.

Page Limitations for Paper Format Application Submissions

Page limitations do not include OMB-approved Standard Forms (SFs), the one-page Project Summary/Abstract, proof of legal status/non-profit status, required Assurances and Certifications, and the Budget Justification, which should be no more than 10 single-spaced pages.

If an application exceeds the cited page limitation for double-spaced pages in the Project Description or the double-spaced page limitation cited for the Appendices, 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.

The Project Summary/Abstract is limited to one single-spaced page with 12-point font. Any pages over the one-page limit will be removed.

Page Limitations and Content of The Project Description and Appendices for All Application Formats:

Additional Instructions for Electronic and Paper Applications Under this FOA

Organizing the Application. Applicants must follow the general instructions above in the section labeled Application Package Components. In addition, applicants must adhere to the following instructions for organizing the Project Description and Appendices sections of the Application Package under this FOA. Note that the page limit for the Budget Justification section is expanded under this FOA.

Organizing the Project Description and Appendices. Reviewers will use the specific evaluation criteria in *Section V. Application Review Information* of this FOA to review and evaluate each application. The applicant should address each of these specific evaluation criteria in the project description. Applicants should organize their Project Description and Appendices in this sequence so that reviewers can readily find information that directly addresses each of the specific review criteria:

The narrative portion of the **Project Description** must include the following items in this order:

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

The **Appendices** must include the following items in this order:

1. Logic Model
2. Third-party agreements
3. Staff and Position Data
4. Indirect Cost Rate Letter (if applicable)

Page limits. The Project Description and Appendices combined are limited to a total of 100 pages. Under this FOA, the Budget Justification may be expanded to 20 pages.

Formatting. Charts, budget tables, third-party agreements, staff and position data, supplemental letters, and documents, applicants must be in 10-point font or larger and may be single spaced.

Required Forms, Assurances, and Certifications

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

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report

		Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Submission is required for all applicants by the application due date.	Required for all applications.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html .
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . Or, it may be submitted prior to the award of a grant.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application as part of an appendix or as a separate document. Hard copy submissions should include the survey in a separate envelope.
Certification Regarding Lobbying	Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.	Submission of this Certification is required for all applications.

Non-Federal Reviewers

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

The Project Description

The Project Description Overview

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.

General Instructions for Preparing a Full Project Description

Introduction

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

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

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

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)

- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated. Supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the funding opportunity announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

Project Requirements

Through a cooperative agreement, AdoptUSKids is expected to meet the following requirements. Projects are expected to address each of the following components in the project description:

Training and Technical Assistance

Establish the NRCDR. The purpose of the NRCDR is to assist in building the capacity of State and tribal child welfare systems through the provision of T/TA, information, and consultation. NRCDR will provide T/TA to States to assist them in the implementation of diligent recruitment plans as required in the State CFSP. NRCDR will coordinate with the NRC for tribes in providing T/TA to tribes regarding the recruitment of foster and adoptive families for children who require these services. NRCDR will work with other members of CB's T/TA Network to build the capacity of State, local, tribal, and other publicly administered or publicly supported child welfare systems. NRCDR will provide T/TA and consultation on Federal requirements administered by CB related to children, youth, and families involved with foster care systems that access title IV-E and IV-B funding. Special attention will be given to assisting States in improving conformity with the outcomes and systemic factors defined in the CFSR and the requirements assessed in other monitoring reviews conducted by CB (such as Title IV-E, AFCARS, and SACWIS). These efforts will focus on systems change and the development, expansion, and improvement of the quality and effectiveness of child welfare services to children, youth, and families. NRCDR will engage agencies in strategies to strengthen the integration of policy and practice thereby improving the delivery of services and the outcomes for children and youth. A primary focus of the NRCDR will be to work with other CB T/TA providers to assist States in planning and implementing systemic change as defined in the States' CFSP and the PIPs related to all Federal monitoring reviews. In collaboration with members of the T/TA Network and CB, each NRC will work with States and tribes across the nation to address both specific problems and broad child welfare performance issues. The NRCDR will:

- Subscribe to a SOC framework and CFSR principles in the coordination, administration, and delivery of T/TA;
- Provide proactive T/TA that is informed by implementation science and builds the capacity of States and tribes for improved child welfare practice;
- Provide coordinated and individualized T/TA utilizing a variety of strategies for delivery including peer-to-peer mentoring, networking between State and tribal child welfare systems, off-site and

- on-site individualized consultation, webcasts, or other types of electronic media;
- Identify and disseminate promising, innovative, and evidence-based or evidence-informed practices related to the recruitment and retention of foster and adoptive parents for children in foster care;
- Develop and disseminate information and materials, including curricula, guidelines, and training materials related to recruitment and retention of foster and adoptive parents;
- Support States in the development and implementation of their PIPs resulting from Federal monitoring reviews;
- Actively participate in twice-a-year team meetings of CB's NRCs;
- Collaborate with other CB T/TA network members, other agencies in HHS, and other agents of CB to strengthen T/TA efforts, avoid duplication, and manage resources effectively;
- Provide information and cooperation needed by CB as it manages, maintains, and updates to improve functionality, when needed, the web-based tracking system (OneNet) for T/TA requests. This system enables CB to track the NRC's responses to T/TA requests;
- Provide data needed by CB to evaluate the results and benefits of the T/TA provided by the NRCDR;
- Perform outreach that will engage States and tribes, and prompt their participation in utilization of available T/TA and resources from appropriate members of the CB T/TA Network;
- Partner closely with CB, other members of the T/TA Network, States, tribes, and other regional and national stakeholders;
- Utilize the experience and expertise of CB Regional Offices, T/TA Network, stakeholders, and other resources in developing collaborative T/TA strategies when appropriate;
- Participate fully in any national evaluation activities, if applicable;
- Develop and conduct self-evaluation;
- Present self-evaluation findings to CB and the T/TA Network;
- Consider the knowledge being developed by CB discretionary research and demonstration projects as a potential resource in the T/TA they provide, as described in the background section of this program announcement;
- Process all requests for on-site TA through the Training and Technical Assistance Coordination Center (TTACC), following the Standard Business Process (BPM); work collaboratively to ensure a coordinated and immediate response to on-site TA requests; and
- Coordinate and provide limited T/TA to grantees funded for the diligent recruitment of foster and adoptive parents.

T/TA by the NRCDR will assist State, local, tribal, publicly-administered or publicly-supported child welfare agencies, and diligent recruitment grantees to implement comprehensive, multi-faceted diligent recruitment programs, for foster and adoptive parents for children and youth served by public child welfare agencies, as a means of improving permanency outcomes. These diligent recruitment programs should include:

- Procedures for consistently updating the characteristics of children in care utilizing information and analysis of AFCARS data and other data available to the State, region, or county;
- Procedures for ongoing analysis of the current pool of available foster and adoptive placement resources;
- Collaboration and public-private partnerships with groups representative of the communities from which children come, to help identify and support potential foster and adoptive families;
- General, targeted, and child-specific recruitment, including relationship mining for youth, to meet placement needs of children in care;
- Recruitment and development of homes, including relative homes, that can provide placement as a part of concurrent planning for the child;
- Recruitment and development of homes that can accommodate siblings in care so siblings can be placed together or reunited when they have been separated in care;
- Recruitment of foster homes to ensure children and youth may be maintained in their schools when placed in foster care;

- Procedures to ensure that all prospective parents, including relatives and people who have important existing relationships with youth in care, have access to the home study process, including foster and adoptive parent training at a local or community level and that the home studies are initiated and completed in a timely manner;
- Utilization of a "customer service" model in responding to prospective foster and adoptive parents, and to reduce the dropout rates;
- Procedures or processes to address barriers presented by the agency in order to increase the rate of retention of prospective foster and adoptive parents and to reduce the dropout rates;
- Procedures for training staff to engage effectively with diverse cultural, racial, and economic communities who are reflective of the children and youth in foster care;
- Procedures for providing training to prospective foster and adoptive parents regarding the characteristics, needs, and issues of children who have experienced trauma, as well as adoption clinical issues;
- Procedures to deal with linguistic barriers;
- Procedures to ensure a non-discriminatory fee structure, including the use of purchase of service arrangements with public and private agencies (including community-based and other organizations) when necessary to facilitate and support placement;
- Dual licensure of foster and adoptive homes;
- Utilization of adoption exchanges, including www.AdoptUsKids.org and/or regional or local exchanges;
- Procedures and processes to eliminate barriers to the interjurisdictional placement of children; and
- Training strategies for staff and community partners.

National Adoption Internet Photolisting Service

Maintain and manage the National Adoption Internet Photolisting Website (www.AdoptUSKids.org), including the continued development of related software. (This Website is designed to link children in foster care with qualified prospective foster and adoptive parents, and to promote national recruitment efforts to reach prospective foster and adoptive parents for children in public foster care.) The Website must be easily accessible by the general public for general information about foster care and adoption, and for introductory, non-protected information about the specific children for whom foster or adoptive families are sought.

- Maintain and provide password-protected information for authorized professionals working on behalf of children in foster care for whom families are sought, as well as professionals who are working on behalf of such families.
- Manage and track the linking of children and families.
- Have the capacity, from data maintained on the Website, to produce multiple types of reports for a variety of audiences.
- Obtain feedback from users of the Website throughout the project, to include both professionals (i.e., State and tribal child welfare and adoption agency employees) and prospective foster and adoptive parents, and incorporate that feedback into Website technology, content, and accessibility improvements.
- Enhance and maintain a national database of waiting children and adoptive families.
- Collaborate with the current grantee, which has the same requirement for cooperation, in the timely transfer of any software and photolisting system materials developed under the previous cooperative agreement. Cooperate with future grantees to transfer products developed under the cooperative agreement awarded from this announcement.

National Adoption Recruitment Campaign

- The planning, development, implementation, and evaluation of CB's multimedia National Adoption Recruitment Campaign will be conducted under a separate mechanism, not as part of this funding opportunity announcement. However, the successful applicant will provide follow-up

and technical support through fulfillment and coordination activities.

- AdoptUSKids will provide comprehensive campaign fulfillment for the national recruitment campaign, including responding to inquiries at the national level, and making inquiry information available to States and tribes. AdoptUSKids will assist States and tribes in planning and implementing follow-up activities in response to the national recruitment campaign.

National Adoption and Foster Care Information Exchange System

- Maintain a National Adoption and Foster Care Information Exchange System that raises public awareness and assists States and tribes in recruiting foster and adoptive parents for children in foster care.
- Conduct National Adoption Month activities to raise public awareness and coordinate with organizations sponsoring National Foster Care Month activities. Host an annual event to raise awareness of National Adoption Month and to promote and recognize the recipients of the HHS annual Adoption Excellence Awards. Encourage States and tribes to recognize and publicize local adoption and foster care excellence during National Adoption Month, National Foster Care Month, and throughout the year.
- Provide 24-hour, nationwide, toll-free communications that make information available regarding the provision of temporary and permanent family placements for children and youth in foster care. This information includes lists of national, State, and regional organizations that provide services.
- Provide information on subsidies and supports, including support groups and other post-adoption services available to individuals adopting children from foster care.
- Provide this service in English and Spanish, and make it accessible to other limited English speaking and non-English speaking callers and those who may require other communication accommodations.

Adoptive and Foster Family Support Activities

- Develop and disseminate information, strategies, and effective or evidence-based models for the implementation of adoptive and foster family support activities at States and tribes.
- Develop and disseminate information on innovative approaches for creating communities of practice, peer-to-peer technical assistance, and leadership training to enhance and support adoptive and foster family support groups.

Travel for Meetings, Conferences, and Presentations

Approximately 6 weeks after the award of the cooperative agreement, the AdoptUSKids project director, the project evaluator, and representatives of other key partners and/or subcontractors involved in the execution of the award, if applicable, will be required to attend a 1-day meeting with the Federal Project Officer and other Federal staff in Washington, DC. The purpose of this meeting is to review and approve activities and planning timelines in year one of the award and to clarify expectations for the project.

Within 6 months of the award of the cooperative agreements, the AdoptUSKids project director, project evaluator, and representatives of other key partners and/or subcontractors involved in the execution of the award, if applicable, must make an oral presentation to CB staff in Washington, DC, describing and supporting its implementation plans for each of the major areas of activity.

The project's budget for the first 12-month budget period should include anticipated costs for these two meetings, as well as costs for two key staff persons to attend at least two CB conferences annually as identified with the Federal Project Officer.

In addition, the NRCDR Project Director and two other key staff will attend T/TA Workgroup meetings held twice annually in the Washington, DC metro area over the duration of the 5-year project period. All expenses related to attendance at these three-day meetings also should be included in the applicant's proposed budget.

Additional Project Requirements

- If the incumbent AdoptUSKids grantee is not chosen for the new award, the new grantee will ensure that the website continuously operates during the transition from the previous grantee; have the website transitioned to the new grantee and operational by October 1, 2012; and have the rest of the project fully functioning within 90 days following the notification of the cooperative agreement award.
- Participate, if CB chooses, in a national evaluation or a technical assistance contract that relates to this funding opportunity announcement.
- Submit all performance indicator data, and program and financial reports in a timely manner, in recommended format (to be provided), and submit the final report on disk or electronically using a standard word processing program.
- Submit a copy of the final report, the evaluation report, and any program products to Child Welfare Information Gateway within 90 days of project end date. This is in addition to the standard requirement that the final program and evaluation report must also be submitted to the Grants Management Specialist and the Federal Project Officer.
- Acknowledge that CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their grant projects (45 CFR Part 74).
- Include the following notice with all grantee materials, products, publications, news releases, etc.:

Funded through the Department of Health and Human Services, Administration for Children and Families, Children's Bureau, Grant #_____ The contents of this publication do not necessarily reflect the views or policies of the funders, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S Department of Health and Human Services. This information is in the public domain. Readers are encouraged to copy and share it, but please credit _____.

- Archive data from the program evaluation with the National Data Archive on Child Abuse and Neglect within 90 days of the termination of Federal funding for the project. The applicant's Institutional Review Board (IRB) and research participants should be made aware that the data from the project will be archived and made available to other researchers after personal identifiers have been removed. Archiving will involve providing individual respondent data in electronic form and, along with the accompanying documentation, including the codebook, the final report, and copies of the research instruments, as appropriate. A manual describing the guidelines of the Archive, *Depositing Data with the National Data Archive on Child Abuse and Neglect: A Handbook for Investigators*, is available from the Archive directly at the Family Life Development Center, MVR Hall, Cornell University, Ithaca, NY 14853 (phone: (607) 255-7799), from the Archive website at: <http://www.ndacan.cornell.edu> or from the Child Welfare Information Gateway website at: <http://childwelfare.gov>.
- Allocate sufficient funds in the budget to support required travel: Within 3 months after the award, the project director, child welfare liaison (if different from the project director), evaluator, youth leadership, and/or other key staff must attend a 2- to 3-day kick-off meeting in Washington, DC; and the project director, the child welfare agency liaison (if different from the project director), and key youth involved in the project, the evaluator, and/or other key staff must attend the annual grantee meeting, usually held in the spring, in Washington, DC.

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 other approaches. 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 outcomes to be achieved for each function or

activity in such terms as the number of people to be served and the number of activities accomplished.

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

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

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

Evaluation

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

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

NOTE: To illustrate project schedules, applicants may include charts, such as a Gantt chart, or a bar chart or other chart. In describing their center-specific evaluation plans, projects may choose to address the following questions for the NRCDR-specific evaluation (the domains these questions would address are in parentheses):

- To what extent was T/TA individualized or tailored to the needs of the State or Tribe that was served? (Fit)
- How comprehensive is NRC's knowledge and resources in its area(s) of topical child welfare expertise?
- Is the scope of resources sufficient to serve its clients' needs? (Scope- Topical Service Array)
- How effectively did NRC's T/TA meet the need(s) identified by the State or Tribe? (Effectiveness)
- What was the quality of the T/TA provided?
- What was the quality of the consultation provided by individual NRC employees and contracted consultants?
- What was the quality of the products created by each NRC? (Quality Assurance)
- How effective was NRC in collecting and disseminating information about evidence-based and promising practice in its areas of child welfare expertise? (Evidence-Based Practice)

- How well did NRC assess the needs of its client?
- Were other T/TA Network members or other resources involved, as necessary? (Comprehensive assessment and responsiveness)
- How effectively did NRC share information about the process and the results of providing T/TA?
- Did feedback help inform future decisions about T/TA? (Communication)
- How effectively did NRC collaborate with other T/TA Network members in its provision of T/TA?
- How well did NRCs collaborate across their evaluation activities, particularly when a State or Tribe is served by multiple T/TA Network providers? (Collaboration)
- How effective was NRC in helping States and Tribes implement steps in their plans for corrective action and systemic change?
- How effective was NRC in helping systems improve their performance in response to federal requirements such as CFSR, IV-E, SACWIS and AFCARS? (Implementation and improvement)
- To what degree did NRC adhere to SOC and CFSR principles? (Principles)

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. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates. If any data is to be collected, maintained, and/or disseminated, clearance may be required from the Office of Management and Budget. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

National Cross-Site Evaluation

AdoptUSKids must allocate funds and devote sufficient resources to participate fully in a national cross-site evaluation and to conduct its own project-specific evaluation activities. The NRCDR will participate fully in CB's National Cross-site Evaluation of the T/TA Network. The cross-site evaluation employs a participatory and utilization-focused approach to: 1) evaluate the activities, processes, and approaches of the CB T/TA Network members, particularly the NRCs, in their efforts to successfully achieve systems change; and 2) examine the degree to which networking, collaboration, information sharing, adherence to common principles, and common messaging occurs across the T/TA Network. The National Cross-site Evaluation of the T/TA Network began its design phase in Federal fiscal year 2009.

The NRCDR will have regular contact with the cross-site evaluation contractor and participate as an important stakeholder in the evaluation. The NRCDR will be actively involved in the execution of the cross-site evaluation, participating as necessary in the development of evaluation instruments, collection of qualitative and quantitative information, interpretation of data, and utilization of findings. The NRCDR will be required to enter information into the T/TA Network's automated data collection system (OneNet) within the timeframes set by CB and the cross-site evaluation. CB expects regular and timely reporting of on-site T/TA and other activities into the web-based tracking system, OneNet. The NRCDR will be responsible for including a quality assurance component in its evaluation plan that tracks timely and accurate reporting into the system.

Center-Specific Evaluation

In addition to performing evaluation activities that meet the requirements of the cross-site evaluation related to the work of NRCDR, AdoptUSKids will conduct its own center-specific evaluation activities of all components of this multi-faceted project. CB expects AdoptUSKids to regularly evaluate its performance and to use this information to improve its processes and services. AdoptUSKids will design and conduct an evaluation using multiple measures, employing both qualitative and quantitative methods as necessary. Center-specific evaluation activities must complement the NRCDR's participation in the cross-site evaluation and avoid unnecessary duplication.

In its center-specific evaluation activities, AdoptUSKids and the NRCDR will build on the components of the national cross-site evaluation, addressing more nuanced questions or examining different evaluation

questions that are likely to yield practical information and promote the improvement of its T/TA modalities. Center-specific evaluation findings are expected to be substantive, highlighting both project strengths and challenges. During the course of the project period, AdoptUSKids will facilitate communication for the purpose of T/TA improvement ("feedback loops"), ensuring that its findings are shared with other members of the T/TA Network and CB's Central and Regional Offices.

Upon award of the cooperative agreements, AdoptUSKids will share its preliminary center-specific evaluation plans with other members of the T/TA Network and the cross-site evaluation contractor. All evaluation plans must be approved by the Federal project officer. Prior to beginning its evaluation activities, AdoptUSKids will review and revise its center-specific evaluation design in partnership with CB.

AdoptUSKids will regularly update its Federal project officer about ongoing evaluation activities and findings in required progress reporting and provide CB with a written report at the end of the project. AdoptUSKids will collaborate with each other, their State and tribal partners, CB, the national evaluation contractor, and other members of the T/TA Network when necessary to produce a comprehensive evaluation report at the conclusion of the project period and present findings to CB, the T/TA Network, and other stakeholders.

Geographic Location

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

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

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

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

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

Logic Model

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

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);

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

Project Sustainability Plan

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

Organizational Capacity

- Organizational charts
- Board of Directors
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP)
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants
- Contact persons and telephone numbers
- Names of bond carriers
- Child care licenses and other documentation of professional accreditation
- 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.

Dissemination Plan

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

Third-Party Agreements

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

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget Standard Forms and the budget justification will not count toward page limitations; however, the justification should be no more than 10 single-spaced pages with fonts of no less than 12-points.

***Special Note:** The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$179,700 (<http://www.opm.gov/oca/12tables/html/ex.asp>). This amount reflects an individual's base salary **exclusive** of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

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

General

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

Personnel

Description: Costs of employee salaries and wages.

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

Fringe Benefits

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

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

Travel

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

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

Equipment

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

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

Supplies

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

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

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party 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 C.F.R. 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.

Program Income

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

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

Paperwork Reduction Disclaimer

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

Application Submission Options

Electronic Submission via www.Grants.gov

- Electronic applications must be submitted to www.Grants.gov by 11:59 p.m., ET, on the due date.
- A DUNS Number and current registration at the Central Contractor Registry (CCR) are required. DUNS and CCR registration are part of the www.Grants.gov registration process. See “Get Registered” at http://grants.gov/applicants/get_registered.jsp.
- ACF will not accept applications via facsimile or email.
- The electronic application can be downloaded from www.Grants.gov.
- It is to an applicant's advantage to submit their applications **at least 24 hours** in advance of the

application due date and time in order to correct any failures found during the application validation check.

- Electronic submission at www.Grants.gov is two-step process:
 - Submission by the due date and time; and
 - Application validation check.
- 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.
- **Read and observe all application submission requirements provided at http://www.grants.gov/applicants/apply_for_grants.jsp.**
- Observe the formatting requirements and page limitations provided in the *Section IV.2. Formatting ACF Applications* section for electronic applications.
- Carefully read and observe electronic file naming conventions provided in the application submission instructions at http://www.grants.gov/applicants/apply_for_grants.jsp.
- Use only file formats supported by ACF. See *Section IV.2. Formatting ACF Applications*.
- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf.
- If applicants encounter any technical difficulties in using www.Grants.gov, 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.
- **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, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an applicant submits an application, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the funding opportunity announcement is still open, and that the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "[What to Expect After Submitting](#)" at www.Grants.gov for more information.

Each time an application is submitted, or re-submitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps, which result in a validated application, and is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files to the Internet at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF stating that the applicant qualifies for the exemption for one of two reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) to the Internet at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants will need to request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may be used only to request an exemption from required application submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries submitted to this email address that make requests for any reason other than a request for an exemption will not be acknowledged or answered.

Exemption requests by email to electronicappexemption@acf.hhs.gov and by postal mail must include:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application, and
- The reason for which the applicant is requesting an exemption from electronic application submission. The reason must be either the lack of Internet access or connection, or lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be **received by** ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or Federal holiday, the due date for receipt of an exemption request will move to the next Federal business day that follows the weekend or Federal holiday.

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.

Paper Format Application Submission

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

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

Applications submitted in paper format 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., CST.

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). 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 on application due dates. Applicants are strongly encouraged to register at the CCR well in advance of the application due date. 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* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **06/25/2012**

Explanation of Due Dates

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

Electronic Applications

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

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from*

Required Electronic Application Submission.

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

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACF though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Mailed Paper Format Applications

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

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

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements.*

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

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

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

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

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application 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 the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and time-stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

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

Acknowledgement from ACF of an electronic application's submission:

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

Acknowledgement from ACF of a paper format (hard copy) application's submission:

ACF will provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

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 or cooperative agreements awarded under this funding opportunity announcement.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. See *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Hand Delivery

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

1. The applicant demonstrates an understanding of the issues relevant to this FOA (0-5).
 - The applicant demonstrates a clear and thorough understanding of the need for assisting States and tribes in the recruitment and retention of foster and adoptive parents for children in foster care and the goals of the applicable legislative mandates.
2. The applicant presents a clear description of the proposed project which is responsive to this FOA (0-15).
 - The applicant presents a clear and concise statement of goals and objectives of the proposed project. The proposed goals and objectives clearly address each of the items listed in the project requirements detailed and described in this FOA.
 - The objectives of the project will effectively build the capacity of State and tribal agencies to develop, operate, expand, and enhance effective evidence-based and evidence-informed strategies aimed at improving outcomes for the children, youth, and families involved with the foster care system.
 - The applicant demonstrates a strong understanding of the Systems of Care framework, systems thinking, and the Child and Family Service Review principles that will guide the project's T/TA activities, and the structure and purpose of the T/TA Network.

APPROACH

Maximum Points: 40

1. The applicant proposes a sound technical approach (0-10).
 - The application provides a workable plan of action. The plan relates to the stated objectives and scope of the project and reflects the intent of the legislative mandates. The overall plan for the approach reflect an understanding of the project's priorities described in this funding opportunity announcement.
 - There is a reasonable timeline (e.g., charts such as a Gantt chart, bar chart, or other chart that illustrates project schedules) for implementing the proposed project, including the activities to be conducted in chronological order, showing a reasonable schedule of accomplishments and target dates, and the factors that may accelerate or decelerate the work.
 - The application includes the applicant's plans to collaborate and coordinate with other Federal and national efforts.
 - The applicant's services, program activities, and materials will be developed and provided in a manner that is racially and culturally sensitive to the population being served.
 - The applicant describes how it will utilize the knowledge being developed by CB discretionary research and demonstration projects and other related research in its project activities.
2. The applicant addresses the requirements related to the National Resource Center (0-7).
 - The application describes sound strategies for effectively providing technical assistance and building the capacity of State agencies to develop and implement diligent recruitment plans as required in the Child and Family Service Plan. The application details how T/TA will be highly accessible, coordinated, and individualized. The applicant's approach to T/TA is client-directed and includes sound plans for supporting State and tribal child welfare agencies and their partners with expert consultation in assessment, strategic planning, and with an understanding and application of implementation science that is likely to result in systemic change.
 - The application includes a detailed description of how it would collaborate, coordinate its project activities, perform project activities that complement the work of its CB T/TA Network partners, subscribe to common principles, and participate fully in common messaging that would clearly identify itself with the T/TA Network.
 - The applicant presents a sound plan for promoting, strengthening, and formalizing peer-to-peer consultation and problem-solving across State and tribal child welfare agencies and their partners. The applicant should propose networking activities that are likely to increase peer-to-peer learning and transfer of knowledge and communication between State and tribal child welfare agencies and their partners.
3. The applicant addresses the requirements related to the National Adoption Internet Photolisting Website (0-7).
 - The application includes a detailed description of how it would operate, maintain, and enhance the National Adoption Internet Photolisting Website (www.adoptuskids.org).
4. The applicant addresses the requirements related to the National Adoption Recruitment Campaign (0-7).
 - The application includes a detailed description of how it would support the National Adoption Recruitment Campaign by planning, carrying out, and assisting States and tribes to carry out fulfillment activities in response to a national multi-media adoptive parent recruitment campaign.
5. The applicant addresses the requirements related to the National Adoption and Foster Care Information Exchange (0-5).
 - The application includes a detailed description of how it would operate a National Adoption and Foster Care Information Exchange System that provides information and assists States and tribes in the recruitment of prospective foster parents and adoptive parents for children in public foster

care.

6. The applicant addresses the requirements related to the Adoptive and Foster Care Support Activities (0-4).

- The application includes a detailed description of how it would develop and disseminate information, strategies, and effective or evidence-based models for the implementation of adoptive and foster family support activities at States and Tribes.

EVALUATION

Maximum Points: 15

1. The applicant proposes a strong evaluation plan (0-8).

- The logic model effectively illustrates the project's approach and guides its evaluation plan. The evaluation strategy addresses both process and outcomes. The plan includes methods and criteria to evaluate the results and benefits of the services provided, and objectives are stated in specific measurable form and will document change, improvement, and effectiveness. The awardee will collect appropriate data. The project proposes appropriate measure(s) for each goal, objective, result or benefit.
- The applicant presents a reasonable preliminary evaluation plan that can be expected to provide regular, meaningful feedback for project improvement. The applicant identifies specific evaluation questions for investigation, appropriate methods (e.g., written surveys, questionnaires, conference calls, focus groups, and unstructured telephone or in-person interviews), and realistic timeframes. Its proposed methods and quantitative and qualitative measures are appropriate for the objectives of the evaluation. The applicant proposes a sound process for making certain that evaluation findings related to the NRCDR are provided to the T/TA Network. The proposed measures are aligned with the principles of the SOC framework and CFSR principles, and the evaluation design is likely to support a coherent vision for technical assistance with the T/TA Network.
- The NRCDR center-specific evaluation plan is likely to yield substantive and useful information in the domains listed in *Section VI.2 Project Description/Approach*. The plan clearly identifies the domains in which evaluation findings will be pursued and provides sound rationale for these selections.

2. The applicant demonstrates capacity to conduct a rigorous evaluation (0-7).

- The applicant demonstrates sufficient in-house capacity to conduct an objective evaluation of the project, or provides a sound plan for contracting with a third-party evaluator specializing in social science or evaluation, or a university or college to conduct the evaluation.
- The applicant presents a sound plan for documenting project activities and results, including the development of a data collection infrastructure that is sufficient to support a methodologically sound evaluation. Appropriate data sources are identified and relevant data would be collected. There is a sound plan for collecting and analyzing these data, securing informed consent, and implementing an Institutional Review Board review and tribal review, if applicable.

ORGANIZATIONAL PROFILES

Maximum Points: 20

1. The applicant demonstrates the qualifications and capacity of the applicant organization and any partnering organization, and their staff (0-10).

- The applicant (and its partners and contractors, if applicable) demonstrates sufficient and relevant experience and expertise in administration, development, implementation, management, and evaluation of similar projects. The applicant has sufficient experience, expertise, and

understanding of the recruitment and retention of foster and adoptive parents for children in foster care to provide high-quality services. The applicant possesses sufficient knowledge about State and Tribal child welfare systems and populations to develop sound, State and tribal child welfare agency focused and culturally competent outreach and networking activities.

- The proposal clearly demonstrates the applicant's ability to administer and implement the project effectively and efficiently. The applicant and any partnering organizations collectively have sufficient experience and expertise in: (1) identifying the T/TA needs of an agency or organization and designing, developing, and delivering T/TA related to the recruitment and retention of foster and adoptive parents; (2) operating, maintaining, and enhancing the National Adoption Internet Photolisting Services; (3) supporting a national recruitment campaign by planning, carrying out and assisting States and tribes in carrying out fulfillment activities in response to the national campaign; (4) operating a national adoption and foster care exchange system that provides information and assists States and Tribes in the recruitment of prospective foster and adoptive parents for children in foster care; and (5) developing and disseminating information, strategies, and effective or evidence-based models for the implementation of adoptive and foster family support activities at States and tribes. If the project involves partnerships with additional agencies, organizations or subcontractors, the partnering organization has the ability and organizational capacity to fulfill its roles and functions.

2. The applicant demonstrates systematic capacity and develops an executable management plan (0-10).

- The roles, responsibilities, and time commitments of each proposed key project staff position, including consultants, subcontractors, and/or partnering agencies or organizations, are clearly defined and appropriate for the successful implementation of the proposed project. The applicant has secured commitments from its key partners, if applicable.
- The proposed project director and key project staff possess sufficient relevant knowledge, experience, and capabilities to implement and manage a project of this size, scope, and complexity effectively. The role, responsibilities, and time commitments of each proposed project staff position, including consultants, subcontractors, and/or partners, are clearly defined and appropriate to the successful implementation of the proposed project.
- There is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The plan clearly defines the role and responsibilities of the lead agency. The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if appropriate). There would be a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with Federal assistance by the applicant.
- The applicant possesses the organizational capability to successfully perform the activities described in this announcement.
- The applicant organization and its staff document experience and expertise in successful collaboration with a variety of partners in the provision of services as described in the project.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 5

1. There is a detailed narrative budget justification for each year of the project (0-4).

- The costs of the proposed project are reasonable, in view of the activities to be conducted and expected results and benefits.
- Allocate sufficient funds in the budget to support required travel: Approximately 6 weeks after the award of the cooperative agreement, the AdoptUSKids project director, the project evaluator, and representatives of other key partners and/or subcontractors involved in the execution of the award, if applicable, will be required to attend a 1-day meeting with the Federal Project Officer

and other Federal staff in Washington, DC. The purpose of this meeting is to review and approve activities and planning timelines in year one of the award and to clarify expectations for the project. Within 6 months of the award of the cooperative agreements, the AdoptUSKids project director, project evaluator, and representatives of other key partners and/or subcontractors involved in the execution of the award, if applicable, must make an oral presentation to CB staff in Washington, DC, describing and supporting its implementation plans for each of the major areas of activity. The project's budget for the first 12-month budget period should include anticipated costs for these two meetings, as well as costs for two key staff persons to attend at least two CB conferences annually as identified with the Federal Project Officer. In addition, the NRCDR Project Director and two other key staff will attend T/TA Workgroup meetings held twice annually in the Washington, DC metro area over the duration of the 5-year project period. All expenses related to attendance at these three-day meetings also should be included in the applicant's proposed budget.

2. The applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA (0-1).

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 that does not have an active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- Applications that are submitted in paper format without prior approval of an exemption from required electronic submission (*Section IV.2. Request an Exemption from Required Electronic Application Submission*), or
- Applications with requests that exceed the award ceiling stated in *Section II. Award Information*.

For those applications that have been disqualified under the initial ACF screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and ACF's acknowledgment of received applications.

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. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

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

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right

to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

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

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered 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

Applications will be reviewed during the Summer of 2012. Cooperative agreement awards will have a start date no later than September 30, 2012.

VI. Award Administration Information

VI.1. Award Notices

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

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions.*

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 <http://www.gpo.gov>.

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 [Health and Human Services] 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 completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

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, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the [Administration for Children & Families: Toolkit for Faith-based and Community Organizations](#).

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.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 8102 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to

comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 C.F.R. part 182; HHS implementing regulations are set forth in 2 C.F.R. part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 C.F.R. part 382.225. The rule is available at [Requirements for Drug-Free Workplace](#).

Debarment and Suspension

HHS regulations published in 2 CFR part 376 implement the governmentwide debarment and suspension system guidance (2 CFR part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.epls.gov/>, although checking the EPLS is not required. More information is available at http://www.acf.hhs.gov/grants/grants_resources.html.

Pro-Children Act

The Pro-Children Act of 2001, 20 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.

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 Notice of Award (NoA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this funding opportunity 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 Program Offices 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, 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 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:
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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 website at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, ACF 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.

SF-428 Tangible Property Report and SF-429 Real Property Status Report

As of April 1, 2012, the Administration for Children and Families will begin requiring the use of the SF-428 (Tangible Personal Property Form) as well as the SF-429 (Real Property Status Report).

The SF-428 is a standard form to be used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a Federal financial assistance award. The form consists of the cover sheet (SF-428) and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The SF-429 is a standard report to be used by recipients of Federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that was/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a Federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using Federal funds and real property that was donated to a Federal project in the form of a match or cost share donation. This report is to be used for awards that establish a Federal Interest on real property.

Beginning with budget periods ending September 30, 2012 and for all budget periods thereafter, all ACF grantees will be required to submit (as applicable) an SF-428 and SF-429 report as frequently as is required in the terms and conditions of their award.

The forms are available at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Jane Morgan
Administration for Children and Families
Administration on Children, Youth & Families
Children's Bureau Headquarters
Portals
1250 Maryland Avenue, SW
WASHINGTON, DC 20024
Phone: (202) 205-8807
Fax: (202) 260-9345
Email: jane.morgan@acf.hhs.gov

Office of Grants Management Contact

Office of Grants Management Daphne Weeden
CB Operations Center
c/o Lux Consulting Group
8405 Colesville Road, Suite 600
Silver Spring, MD 20910
Phone: (866) 796-1591
Email: cb@luxcg.com

Federal Relay Service:

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

VIII. Other Information

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>.

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

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

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

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

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

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

Application Checklist

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

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance and SF-P/PSL - Project/Performance Site Location(s)	Referenced in <i>Section IV.2.</i> 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 <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2.</i> of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> 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</p>	If submission of this form is applicable, it is due prior at the time of application. It may also be submitted prior to the award of a grant.

	in connection with this commitment providing for the United States to insure or guarantee a loan.	
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants applying electronically, may submit this survey along with the application as part of the appendix or as a separate document. Applicants submitting in paper, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p> <p>The survey will not count in the page limitations.</p>	Submission is voluntary. Submission may be made with the application by the application due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . Or, it may be submitted prior to the award of a grant.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement. Additional information and necessary forms are available at http://www.hhs.gov/ohrp/assurances/forms/index.html. This information may be submitted in the appendices to the application and will not count in the limitations listed in <i>Section VI.2. Formatting Requirements</i>.</p>	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> . This is the title for the project narrative that describes the applicant's plan for the project.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .

<p>The Project Budget and Budget Justification</p>	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no longer than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Table of Contents</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>. This is an element of the Project Description and will usually be counted in page limitations listed in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due as part of the Project Description by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Project Summary/Abstract</p>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Proof of Non-Profit Status</p>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement under "Legal Status of Applicant Entity." Proof of non-profit status may be submitted as part of appendices to the application package. It is not considered as part of the project narrative/plan.</p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
<p>Logic Model</p>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

<p>Project Sustainability Plan</p>	<p>Referenced in <i>Section IV.2. The Project Description</i> of the announcement. It is an element of the Project Description and will be counted in page limitations that are stated in <i>Section IV.2. Formatting Requirements</i>.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
<p>Third-Party Agreements</p>	<p>Referenced in Section IV.2. of the announcement under "Project Description."</p>	<p>If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.</p>

Appendices