



**Administration for Children and Families**

Administration for Native Americans

Social and Economic Development Strategies - Tribal Governance - SEDS TG

HHS-2012-ACF-ANA-NG-0278

Application Due Date: 06/18/2012

Social and Economic Development Strategies - Tribal Governance - SEDS TG

HHS-2012-ACF-ANA-NG-0278

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

**Program Office:** Administration for Native Americans  
**Funding Opportunity Title:** Social and Economic Development Strategies - Tribal Governance - SEDS TG  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2012-ACF-ANA-NG-0278  
**CFDA Number:** 93.612  
**Due Date for Applications:** **06/18/2012**

*Notice:* On January 1, 2012, the Administration for Children and Families implemented required electronic application submission via [www.Grants.gov](http://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 Administration for Children and Families (ACF), Administration for Native Americans (ANA) announces the availability of Fiscal Year (FY) 2012 funds for community-based projects for the Native American Social and Economic Development Strategies - Tribal Governance (SEDS-TG). The purpose of ANA grant funding is to promote economic and social self-sufficiency for American Indians, Alaska Natives, Native Hawaiians, and other Native American Pacific Islanders from American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. The Native American SEDS-TG program provides funding to projects that strengthen tribal governments' and organizations' capacity to govern local resources within their Native American communities.

## **I. Funding Opportunity Description**

### **Statutory Authority**

This program is authorized under Section 803(a) of the Native American Programs Act of 1974 (NAPA), 42 U.S.C. 2991b.

### **Description**

The SEDS-TG program supports the principles that the well-being of Native American children and families is essential to tribal sovereignty and that tribal governments have a primary role in creating collaborations and culturally appropriate approaches that will ensure the future of the Tribe through the well-being, health, and education of their children. This Funding Opportunity Announcement (FOA) emphasizes projects that strengthen the internal capacity and infrastructure of tribal governments to increase services provided to children and families. The FOA also emphasizes increasing tribal government's ability to exercise local control and decision-making over their resources.

## **Administrative Policies**

Grantees can have only one active grant per Catalog of Federal Domestic Assistance (CFDA) number. So that ANA will increase the reach of its limited funding applicants who have received funding from ANA for at least two consecutive projects within one CFDA number may not be funded for a third consecutive project within the same CFDA number if other applicants who have not received ANA funding in the past three years are within the scoring range to be funded.

Applicants are requested to identify a target amount of leveraged resources (target of zero is acceptable) and a target number of partnerships. Leveraged resources are in addition to the statutory matching requirement of 20 percent and are not a requirement of this grant. The value of the targets will not be evaluated and scored; however, the indicators' contribution within the overall strategy of project implementation and its sustainability is included in the evaluation criteria. Grantees will be required to track these indicators quarterly throughout the project period.

## **Definitions**

Program specific terms and concepts in this FOA are based on the following definitions:

*Authorized Organizational Representative:* The individual, 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.

*Budget Period:* The interval of time (usually 12 months) into which a project period is divided for budgetary and funding purposes. Funding of individual budget periods sometimes is referred to as "incremental funding." The budget period also is the "period of availability of funding" as specified in 45 CFR Part 74 and Part 92.

*Construction:* Construction of a new building, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements (e.g., parking lots or roads).

*Contingency Plan:* A set of specific actions to reduce anticipated negative impacts on a project in the event challenges arise.

*Core Administration:* Salaries and other expenses for those functions that support the applicant organization as a whole or for purposes unrelated to the actual management or implementation of the ANA-funded project.

*Federal Share:* Financial assistance provided by ANA in the amount of 80 percent of the approved costs of the project. The Commissioner may approve assistance in excess of such percentage if such action is in furtherance of the purposes of the Native American Programs Act of 1974 (NAPA), 42 U.S.C. 2991b. See *Section III.2. Cost Sharing or Matching* for additional information on approvals of Federal Share in excess of 80 percent.

*Governing Body:* A body: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected official, or (3) selected in accordance with traditional tribal means. The body must have authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them.

*In-kind:* The value of non-cash contributions directly benefiting a grant-supported project or program and that are provided by non-Federal third parties without charge to the recipient, the subrecipient, or a cost-type contractor under a grant or subaward. In-kind contributions may be in the form of real property, equipment, supplies or other expendable property, or goods and services directly benefiting and specifically identifiable to the project or program.

*Interoperability:* Collaborative administration or information sharing that integrates the efforts of individual programs, projects, departments, etc., in order to strengthen programs and provide comprehensive service.

*Leveraged Resources:* Any resource not including the Federal share, non-Federal contribution, and program income, expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project.

*Objective:* A statement of the specific outcomes or results to be achieved within the project period, and which directly contribute to the achievement of the project goal(s) and support the community's long-range goals.

*Objective Work Plan (OWP):* The plan for achieving the project objectives and producing the results and benefits expected for each objective. The OWP is the blueprint for the project and includes the project goal, objectives, and activities. The form can be found at: <http://www.acf.hhs.gov/programs/ana/programs/forms.html>

*Problem Statement:* A clear and concise description of the condition or issue that will be addressed by the project.

*Program Income:* Gross income earned by a recipient and/or subrecipient that was directly generated by the grant-supported activity or earned as a result of the award. Program income includes (but is not limited to) fees for services performed, the use or rental of real or personal property acquired under the grant, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and payments of interest on loans made with grant funds. Except as otherwise provided in statute, regulation, or the terms and conditions of the award, program income does not include rebates, credits, discounts, or interest earned in relation to program income; the receipt of principal loans or interest the recipient earns on those amounts after receiving them for the borrower; taxes, special assessments, levies, fines, or similar revenues raised by a governmental recipient or subrecipient. The term also does not include interest earned on advances of Federal funds and proceeds from the sale of equipment or real property acquired under an award, which have distinct accountability requirements.

*Project Goal:* The purpose or specific result expected to be achieved from the project through the project objectives and activities.

*Project Period:* The total time for which Federal support has been pragmatically approved as shown in the Notice of Award; however, it does not constitute a commitment by the Federal Government to fund the entire period.

*Real Property:* Land, including land improvements, structures, and appurtenances thereto, but excluding movable machinery and equipment.

*Renovation or Alteration:* Work that changes the interior arrangements or other physical characteristics of an existing facility, or installed equipment so that it can be more effectively used for its current designated purpose or adapted to an alternative use to meet a programmatic requirement. A minor renovation or alteration is distinguished from construction and major renovations; it must not exceed the lesser of \$150,000 or 25 percent of total direct costs approved for the entire project period and must be essential for the project.

## **Purpose**

Grant awards made under this FOA are for projects that strengthen tribal governments' and organizations' capacity to govern local resources within their Native American communities. ANA is particularly interested in projects designed to develop strong links between social services, health programs, and schools serving native children, youth, and families.

## **Program Areas of Interest**

While ANA has identified the program areas of interest below for this FOA, funding is not restricted to those below.

*Interoperability:* Promoting program coordination among human and social service programs for native communities to strengthen the programs they provide to their children, youth, and families.

*Comprehensive Strategies:* Developing comprehensive intergovernmental strategies involving tribal, State, and Federal governments to meet the needs of community members.

*Self-Governance:* Building the capacity and infrastructure to enter into self-governance compacts.

*Leadership Skills:* Enriching and strengthening the management of tribal governments, governing boards, and tribally owned companies.

*Technology Skills:* Establishing and implementing information management systems for effective and efficient administration of tribal governments and governing boards.

*Regulatory Development:* Developing or amending tribal constitutions, by-laws and codes, and council or executive branch policies and procedures to improve the regulatory, judicial, and administrative infrastructure of tribal and village governments; support and enforce business and investment transactions, contracts, and property rights; address family welfare issues; and enhance utility and communication infrastructure.

*ACF Program Support:* Strengthened infrastructure and increased capacity for tribal governments and governing boards to operate various ACF programs.

## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$2,000,000
Expected Number of Awards:	11
Award Ceiling:	\$375,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Average Projected Award Amount:	\$260,000 Per Budget Period

### Length of Project Periods:

12-month project and budget period,  
24-month project with two 12-month budget periods,  
36-month project with three 12-month budget periods

### Additional Information on Awards:

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

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.

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 include Federally recognized Indian Tribes; consortia of Indian Tribes; incorporated non-Federally recognized Tribes; incorporated, non-profit, multi-purpose, community-based Indian organizations; urban Indian centers; National or regional incorporated non-profit Native American organizations with Native American community-specific objectives; Alaska Native villages, as defined in the Alaska Native Claims Settlement Act and/or non-profit village consortia; incorporated, non-profit Alaska Native, multi-purpose, community-based organizations; non-profit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects; non-profit native organizations in Alaska with village-specific projects; public and non-profit private agencies serving Native Hawaiians; public and private non-profit agencies serving native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands (the populations served may be located on these islands or in the United States); tribally controlled community colleges, tribally controlled post-secondary vocational institutions, and colleges and universities located in Hawaii, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands that serve Native Pacific Islanders; and, non-profit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by the Bureau of Indian Affairs.

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: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **42 U.S.C. 2991b(b)**.

Grantees must provide at least **20** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$375,000.00** in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least **\$93,750.00**, which is **20** percent of total approved project cost of **\$468,750.00**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Applicants may request a waiver of the requirement for a 20 percent non-Federal matching share. Requests must be submitted in accordance with 45 CFR 1336.50(b)(3):

*(3) Criteria. Both of the following criteria must be met for an applicant to be eligible for a waiver of the non-Federal matching requirement:*

*(i) Applicant lacks the available resources to meet part or all of the non-Federal matching requirement. This must be documented by an institutional audit if available, or a full disclosure of applicant's total assets and liabilities.*

*(ii) Applicant can document that reasonable efforts to obtain cash or in-kind contributions for the purposes of the project from third parties have been unsuccessful. Evidence of such efforts can include letters from possible sources of funding indicating that the requested resources are not available for that project. The requests must be appropriate to the source in terms of project purpose, applicant eligibility, and reasonableness of the request.*

For inquiries about the waiver application, contact your regional technical assistance provider. Refer to *Section VIII. Reference Websites*, for the contact information.

### **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](http://www.Grants.gov). A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

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

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

Monday - Friday 7 a.m. to 8 p.m., 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](http://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.

### **Ineligibility**

Under ANA Regulations at 45 CFR 1336.33 "Eligible applicants and proposed activities which are ineligible," the following will be ineligible for funding:

Projects for which a grantee would provide training and technical assistance to other Tribes or Native American organizations that are eligible to apply for ANA funding;

Projects that require funding for feasibility studies, business plans, marketing plans, or written materials, such as manuals, that are not an essential part of the applicant's long-range development plan;

Projects with core administration functions that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project;

The support of on-going social service delivery programs, or the expansion or continuation of existing social service delivery programs;

Projects that do not further the three interrelated ANA goals of Economic Development, Social Development, and Cultural Preservation;

Proposals from consortia of Tribes that are not specific with regard to support from, and roles of member Tribes. An application from a consortium must have goals and objectives that will create positive impacts and outcomes in the communities of its members. ANA will not fund activities by a consortium of Tribes which duplicates activities for which member Tribes also receive funding from ANA; and

The purchase of real estate. (Statutory authority: Sections 803B of the Native American Programs Act of 1974, as amended, 42 U.S.C. 2991b-2).

## **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](http://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](http://www.Grants.gov) after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from [www.Grants.gov](http://www.Grants.gov), will be disqualified from competitive review and from funding under this announcement.** That is, applications submitted to [www.Grants.gov](http://www.Grants.gov), on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

**Please Note:** Applications submitted to [www.Grants.gov](http://www.Grants.gov) at any time during the open application period, and prior to the due date and time, which fail the 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](http://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*.

## Board Resolution

All applicants must submit a resolution demonstrating that the applicant's official governing body approves the application submission to ANA for the current grant competition period. In addition, if the applicant is a tribally authorized component or division, the application must also include a resolution demonstrating that the governing body of the Tribe approves the application submission to ANA for the current competition period. Applicants that do not include this documentation will be considered non-responsive and the application will not be considered for competition.

## Governing Body Documentation

*This disqualification factor applies only to applicants that are not Tribes or Native Alaska villages.* Organizations applying for funding must show that a majority of board members approving the project proposal are representative of the community to be served. ANA revised the categories of representatives of the community to be served to include: (1) members of Federally or State recognized Tribes; (2) persons eligible to be a participant or beneficiary to the project to be funded; (3) persons who are recognized by the eligible community to be served as having a cultural relationship with the community to be served; or (4) persons considered to be Native American as defined in 45 CFR § 1336.10, and Native American Pacific Islanders as defined in 42 USC § 2992c(7). Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

## Section IV. Application and Submission Information

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

Sarah Schappert  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Administration for Native Americans  
Aerospace Center - 370 L'Enfant Promenade, SW.  
2nd Floor - West  
Washington, DC 20447  
Phone: (877) 922-9262  
Fax: (202) 690-7441  
Email: [ana@acf.hhs.gov](mailto:ana@acf.hhs.gov)  
URL: [www.acf.hhs.gov/programs/ana](http://www.acf.hhs.gov/programs/ana)

### Electronic Application Submission:

The electronic application submission package is available at [www.Grants.gov](http://www.Grants.gov).

### Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at [http://www.acf.hhs.gov/grants/grants\\_resources.html](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](http://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](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 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

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

**Notice: The Administration for Children and Families has implemented required electronic application submission via [www.Grants.gov](http://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](http://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](http://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](http://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](http://www.Grants.gov).

**Required OMB-Approved and Standard Forms (SFs)**

[www.Grants.gov](http://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 submitted 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 submission. 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](http://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*.

<b>Application Package Components</b>	<b>Page Limitations</b>
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 hard copy 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**

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.** Applicants must follow the instructions provided in this section.

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:**

The checklist located in *Section VIII* also identifies the order of assembly for hard copy submissions.

The **Project Description** is limited to 20 pages and must include the following in this order:

Objectives and Need for Assistance

Outcomes Expected

Approach (this includes the Sustainability Plan)

The **attachments** must include the following:

Table of Contents

SF-424 Application for Federal Assistance

SF-424A Budget Information Non-Construction Programs

ANA Project Abstract Form

Business Plan, if required

Resumes and Position Descriptions

Budget and Budget Justification (no more than 10 single spaced pages)

Objective Work Plan

Board Resolution

Governing Body Documentation, if required

Proof of Non-profit status, if required

Commitment of Non-Federal Resources

Indirect Cost Rate Agreement, if required

Certification Forms, if required

*Optional forms or attachments should be kept to a minimum.*

#### **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.

<b>Forms / Assurances / Certifications</b>	<b>Submission Requirement</b>	<b>Notes / Description</b>
<b>SF-424 - Application for Federal Assistance</b> <b>and</b> <b>SF-P/PSL - Project/Performance Site Location(s)</b>	Submission is required for all applicants by the application due date.	Required for all applications.
<b>SF-424A - Budget Information - Non-Construction Programs</b> <b>and</b> <b>SF-424B - Assurances - Non-Construction Programs</b>	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are

		<p>making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.</p>
<p><b>SF-LLL - Disclosure of Lobbying Activities</b></p>	<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.</p>	<p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.</p>

ANA Objective Work Plan (OMB Control Number 0980-0204)	Submission required for all applicants by the application due date.	Required for all applications.
<b>Survey on Ensuring Equal Opportunity for Applicants</b>	<b>Submission is voluntary.</b> 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.
<b>Maintenance of Effort (MOE) Certification</b>	Submission required for all applicants. A copy of a standard MOE is available at <a href="http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm">http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm</a> .	Required for all applications.
ANA Project Abstract Form (OMB Control Number 0980-0204)	Submission required for all applicants by the application due date.	Required for all applications.
<b>Certification Regarding Lobbying</b>	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.

#### **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.

In this section, identify the goal of the project and the outcomes expected. The accomplishment of the project goal should result in the expected outcomes.

When discussing your outcomes expected, describe three different types of outcomes:

- What is **produced** because of the project, or the results. ANA is looking for results that are outputs, such as: strategic plans drafted, or interoperability agreements between organizations or programs. You will also note your results on the Objective Work Plan under "Results/Benefits Expected."
- What is **achieved** because of the project, or the benefits. Examples of benefits include: 100 tribal children enrolled to receive Children's Health Insurance Reauthorization Act (CHIPRA) services. You will also note these benefits on the Objective Work Plan under "Results/Benefits Expected."
- What is **changed** because of the project, or the impact. Examples of impacts are things like: The percentage of children receiving health care services increases by 15 percent, or the percentage of trained and certified Native American Foster families' increases by 10 percent.

ANA requires all applicants and grantees to identify indicators they will track and work towards achieving during and after the project period. The indicator measures what will change as a result of the project, and therefore is closely tied to the need for assistance and problem the applicant is hoping to solve through their project.

The impact indicator identifies what is changed by the project, therefore an initial data point must be identified for comparison. In addition, ANA requires the identification of a future target that forecasts the sustainability of the impact.

To track the indicator, ANA requires applications to include a:

**Pre-grant status:** This is baseline information on the indicator prior to grant implementation. Often, this status matches supporting information provided in the need for assistance. For example, a community has only 48 percent of children receiving all regularly scheduled health exams. A strong pre-grant status indicator would be 48 percent of children within the community are currently receiving all regularly scheduled health care services.

**End-of-grant target:** The end-of-grant target is what the applicant expects to have changed for the indicator by the end of the ANA project period. Using the above example, the community hopes to increase the number children receiving regularly scheduled health exams by 10 percent by the end of the project. The end of project target would be 58 percent of children within the community are receiving all regularly scheduled health exams.

**Three-year target:** ANA works to fund projects that will have sustainable outcomes and continued impact in communities. Therefore, it is important for applicants to think about how they will continue to work towards accomplishing the desired outcomes and impact even after ANA funding ends. The three-year target is the indicator for three years after the grant project funding has ended. For example, if the project used in the example above is for three years, then the three-year target would be six years from when the grant was written and submitted for funding. Using the same example, the community that wants to increase the number of children enrolled to receive CHIPRA services, the long term target could be 68 percent of all children within the community are receiving regularly scheduled health exams.

## 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.

Provide a narrative that describes the applicant's strategy for implementation and their ability to monitor project progress. Describe how implementation will lead to the identified outcomes and address the problem statement. If appropriate, identify organizations, departments, or agencies with a critical role in project implementation and describe their contributions. Identify how the community will be engaged in and informed about the project, as appropriate. Justify the timeline for completing activities, objectives, and the project, as appropriate.

Include a discussion of contingency planning efforts. Contingency planning involves identifying a set of specific actions to reduce anticipated negative impacts on the project in the event challenges arise. Challenges arise because of assumptions made about project implementation and the risks to those assumptions. Contingency plans should include more than a statement advising that no challenges are anticipated.

As part of the Approach, describe the Project Sustainability Plan. Identify plans for sustainability which detail how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after the project period has ended. Identify how leveraged resources, partnerships, and if applicable, efforts to achieve interoperability will contribute to the implementation and sustainability of the project. See Project Sustainability Plan below that supplements this description.

Identify how the staff will be able to successfully implement the project and accomplish the project objectives. Also describe how the Tribe or organization will be able to administer the project. Provide biographical sketches or resumes for key persons identified in the application that demonstrate expertise as it is related to the position. Job descriptions should be included for each vacant key position as well. As new key staff are appointed, biographical sketches or resumes will also be required. Be sure to include information on all proposed consultants, which may include letters of commitment that detail the scope of work and associated costs. Include organizational charts depicting how the proposed project will be managed.

### **Objective Work Plan**

The OWP is a form required by ANA that identifies the project goal, objectives, activities, and results and benefits. It represents the plan for achieving the project objectives and is provided to assist applicants with identifying the quantitative projections described above. **One OWP form should be completed for each**

## **objective per budget period.**

ANA Project Goal (see "Outcomes Expected" above): Identify the goal of the project.

Objectives (See "Objectives and Need for Assistance" above): Only three objectives per project period are allowed. Together, the objectives should address the project goal. The objectives should be Specific, Measurable, Achievable, Relevant and results-oriented, and Time-bound (SMART).

Results and Benefits (See Outcomes Expected): Identify the Results and Benefits and Criteria for Evaluating Results and Benefits.

Activities: List activities for each objective that provide clear and logical steps to achieve the objective. The activities included may be significant activities (e.g., hiring staff), ongoing activities (e.g., monthly meetings with partners and stakeholders), and required actions (e.g., submission of ANA reports and attendance at ANA post-award training). Include activities, as appropriate to the proposed project, for community outreach, community participation, partner or beneficiary recruitment, and sustainability planning. For each activity identify the staff who are responsible for ensuring completion of the activity. Also identify any consultants or partners, and the required hours for each, which will assist in completion of each activity. Finally, identify time periods sufficient to complete each activity, and that can show progress of the project during each budget period.

## **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.

### **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
- Documentation of experience in the program area

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.

### **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.

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

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

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

**Note:** Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and,

for in-kind contributions, a justification of how the stated valuation was determined.

### **Paperwork Reduction Disclaimer**

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

### **Application Submission Options**

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

- Electronic applications must be submitted to [www.Grants.gov](http://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](http://www.Grants.gov) registration process. See “Get Registered” at [http://grants.gov/applicants/get\\_registered.jsp](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](http://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](http://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](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](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](http://www.Grants.gov), contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- **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](http://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](http://www.Grants.gov) for more information.

Each time an application is submitted, or re-submitted, via [www.Grants.gov](http://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](http://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](http://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](http://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](mailto: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](mailto: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](mailto: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](http://www.ccr.gov) or by phone at 1-866-606-8220.

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

**There is the possibility of heavy traffic at the CCR website 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: **06/18/2012**

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

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

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

Instructions for electronic submission via [www.Grants.gov](http://www.Grants.gov) are available at [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp).

#### **Please note:**

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

**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](http://www.Grants.gov) of an electronic application's submission:**

Applicants will receive an initial email upon submission of their application to [www.Grants.gov](http://www.Grants.gov). This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of 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](http://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](http://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](http://www.Grants.gov) for more information.

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

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

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

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

**IV.4. Intergovernmental Review of Federal Programs**

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

**IV.5. Funding Restrictions**

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

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

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

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

**In addition, the following costs and activities will be deemed unallowable under ANA awards:**

Activities in support of any foreseeable litigation against the United States Government that is unallowable under the Office of Management and Budget (OMB) Circulars A-87 and A-122.

Activities that qualify as major renovations and alterations.

See *Section III.3. Other* for a list of projects that are ineligible for funding under 45 CFR 1336.33. See *Section V.2. Review and Selection Process* for a list of projects that ANA will not fund.

**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**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management - [HHS-2012-ACF-ANA-NG-0278]  
Aerospace Center - 370 L'Enfant Promenade, SW.  
6th Floor-East  
Washington, DC 20447

**Hand Delivery**

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management - [HHS-2012-ACF-ANA-NG-0278]  
Aerospace Center - 901 D Street, SW.  
6th Floor-East  
Washington, DC 20024

### **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.

Applications should be prepared based on the instructions identified in *Section IV.2*. The evaluation criteria are instructions to the panel reviewers. All applications will be reviewed and evaluated using the evaluation criteria. Each criterion describes an excellent application and poses questions for the reviewers to consider when evaluating an application. Point values indicate the importance placed on each evaluation criteria. An excellent application should receive a score between 93 and 100 points.

Funding is awarded based on availability of funds and in part by the ranking of applications by panel reviewers. Thus an application scoring within the excellent range is not guaranteed funding. Objective review scores and rankings are not binding. They are one element in the review and selection process (see *Section V.2. Review and Selection Process*).

#### **Objectives and Need for Assistance**

**Maximum Points: 20**

To evaluate the Objectives and Need for Assistance, reviewers will consider the extent to which the application adequately details the community and applicant identification, the applicant's connection to the community, the community's involvement in project development, the problem statement, and project objectives.

*An excellent application will clearly demonstrate that the applicant represents the targeted community. An excellent application will also include a concise problem statement based on a condition identified by the community which will be addressed by the proposed project, and will illustrate a logical relationship between the problem statement and project objectives.*

**To evaluate community and applicant identification and community participation in project development, consider the following:**

How well has the applicant described their current capacity for self-governance and/or their ability

to provide services for Tribal members? If appropriate, has the applicant provided a description of the services currently being offered, including the level of community participation?

How well has the applicant defined the beneficiaries of the project and have they demonstrated beneficiary involvement in the development of the project?

How is community support for the project documented in the proposal?

***To evaluate the Problem Statement, consider the following:***

How well does the problem statement focus on one specific condition to be addressed by the project?

How well has the applicant demonstrated that the problem identified is of significance to the community?

Does the problem statement include a description of challenges standing in the way of currently solving or addressing the problem or condition?

***To evaluate Objectives, consider the following:***

How well do objectives address the problem statement?

Are the objectives Specific, Measurable, Achievable, Relevant and results-oriented, and Time-bound (SMART)?

**Outcomes Expected**

**Maximum Points: 15**

To evaluate Outcomes Expected, reviewers will consider the extent to which the application adequately details the project goal, the results and benefits, and the impact indicator. While the project goal and the results and benefits are also listed in the OWP, reviewers will evaluate them under this criterion.

*An excellent application will identify a project goal that attempts to solve the condition identified in the problem statement; illustrate how achieving the results and benefits will accomplish the project objectives; include an impact indicator that measures a change in the community conditions, especially as it relates to the problem statement; and clearly demonstrate how achievement of the project objectives will enhance the applicant's capacity for self-governance and/or their ability to provide services to Tribal members.*

***To evaluate the Project Goal, consider the following:***

Is there an appropriate and strong relationship between the project goal, the problem statement, and the objectives? Has the applicant demonstrated that achievement of the project goal will lead to an improvement in the condition identified in the need for assistance?

To what extent does the project goal relate to the community's larger goals?

***To evaluate the Results and Benefits, consider the following:***

To what extent does the applicant explain how the accomplishment of results and benefits will achieve the project objectives? Has the applicant identified how specific resources, services, or programs will be impacted by the project?

Has the applicant identified criteria to evaluate the results and benefits that will effectively monitor progress towards accomplishing the results and benefits?

Will the achievement of the results and benefits lead to the desired change identified by the impact indicator?

***To evaluate the Impact Indicator, consider the following:***

Does the impact indicator demonstrate a positive change in the condition identified in the problem

statement? Has the applicant chosen an impact indicator that demonstrates and measures the change of community conditions as a result of the project?

Has the applicant identified baseline data? Did the applicant present an end-of-project target and three-year target that are realistic and appropriate?

## Approach

Maximum Points: 50

To evaluate the Project Approach, reviewers will consider the extent to which the application adequately details the Project Strategy and Objective Work Plan (OWP), as described below.

*An excellent application will fully describe the project implementation plan and steps for completing the project. In these two sections, an excellent application will provide clear understanding of how the project will achieve objectives, goals, and results and benefits. The Project Strategy will explain the OWP and how implementation of the OWP will lead to successful project completion.*

### **Project Strategy: (30 Points)**

To evaluate the Project Strategy, reviewers will consider the plan to implement the project, the inclusion of community involvement during implementation, how partnerships and leveraged resources will contribute to project implementation and sustainability, and the extent the applicant identified contingency planning to support project implementation. In this section, reviewers will also consider the applicant's capacity to administer the project and the plan for project sustainability.

*An excellent application will: explain how the identified strategy effectively addresses the problem statement and outcomes expected; provide details about activities listed in the OWP; address project assumptions with viable contingency plans; fully demonstrate the applicant's capacity to administer the project; ensure sustainability of the project; include community involvement and methods to increase community awareness during project implementation; and discuss how partnerships and leveraged resources will be used to support both implementation and sustainability of the project.*

### **To evaluate Planning and Project Implementation, consider the following:**

To what extent has the applicant demonstrated they have done the necessary planning needed to implement the proposed project?

Has the applicant demonstrated how key activities will be completed, i.e. what is the process for revising documents, are all necessary steps sufficiently detailed for achieving approval of governing documents, etc?

Are there sufficient details to show the applicant's ability to monitor project progress and respond to challenges in order to ensure successful completion of objectives? How will the applicant maintain progress in the event of challenges coordinating schedules? Has the applicant demonstrated methods for mediating conflicting opinions among participating organizations?

How well has the applicant planned for community participation in the project's implementation? How well has the applicant planned for building and maintaining community support of the project? Has the applicant included a strategy for building community awareness of the project and keeping community members informed of progress and outcomes?

To what extent has the applicant addressed the sustainability of project outcomes? Does the Project Strategy include activities or efforts to ensure programmatic sustainability?

How will the applicant ensure they have resources necessary (community support, partnerships, staffing, etc.) to sustain the project?

How well does the applicant describe how they will develop, maintain, and use partnerships to support the project? If the project includes participation from tribal departments, or State or Federal agencies, how well has the applicant identified the role of the organization in project

implementation and demonstrated the organization's commitment to the project?

Has the applicant demonstrated how internal and external resources will be leveraged to enhance the applicant's ability to implement the project (note that contributions above the 20 percent match requirement are not required for this grant)?

Has the applicant provided adequate time to accomplish their strategy?

Has the applicant identified significant project risks and assumptions that will hinder project progress if not accomplished? Does the contingency plan present viable alternate actions that will allow the project to maintain progress in the event the challenge is encountered?

To what extent has the applicant demonstrated their ability to administer the grant?

Has the applicant fully identified project responsibilities and qualifications for project personnel, and are those qualifications sufficient to complete position responsibilities, i.e. required licensing, experience working with target population?

**Objective Work Plan: (20 Points)**

To evaluate the Objective Work Plan, reviewers will consider the extent to which the completed form will serve as an effective blueprint for project implementation.

*An excellent OWP will effectively detail the step by step of how, when, and by whom the project objectives will be achieved, and serves as a stand alone document to communicate the project goal, objectives, implementation plan, and anticipated results and benefits.*

**To evaluate the OWP, consider the following:**

Does the OWP include all key activities needed to accomplish project objectives?

Do all activities on the OWP relate to the scope of the project?

Are activities listed chronologically and do start and end dates indicate sufficient time to complete the activity?

Does the OWP align with information included in the Project Strategy?

To what extent does the OWP serve as a guide for project implementation?

**Budget and Budget Justification**

**Maximum Points: 15**

To evaluate the Budget and Budget Justification, reviewers will consider the itemized line item budget and budget justification for the requested Federal funds and the applicant's required non-Federal contribution.

*An excellent application will demonstrate: a strong relationship between the project approach and the proposed budget; show all costs associated with the successful accomplishment of the project objectives for each budget period; and demonstrate cost effectiveness and efficient use of ANA's limited funding.*

**To evaluate the line item budget, consider the following:**

Do all Federal and non-Federal funds align with what is detailed in the project approach? For example, if key personnel need to be hired and the hiring process is two months, then the costs will be calculated based on the salary for 10 months rather than 12 months.

Is the budget sufficient to complete the activities detailed in the OWP?

**To evaluate the budget justification, consider the following:**

Are all personnel funds reasonable for the responsibilities and time dedicated to the project activities?

Do the explanations of the calculations sufficiently show the costs are critical to the success of the project?

Is the budget reasonable and appropriate for the project?

Is the applicant's non-Federal contribution documented?

## **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](http://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.

ACF will take into consideration regional price disparities when reviewing budget requests.

**Additional Disqualification Factors:** Each application will be screened to determine whether the applicant submitted a Governing Body Resolution and Board Member Documentation as required by *Section III.3. Other, Application Disqualification Factors*. Applications that do not meet these requirements will be deemed non-responsive and will be excluded from the competitive review process, and the applicant will be notified of such by mail within 30 business days from the closing date of this FOA.

Applicants whose applications are excluded from competition because of Governing Body Resolution or Board Member Documentation may appeal the agency's decision. The appeals process is stated in 45 C.F.R. 1336.35.

*Application Consideration:* Funding decisions are based on the analysis and score by panel reviewers and an analysis by ANA staff to determine whether the proposed project is consistent with the purposes of NAPA, all relevant statutory and regulatory requirements, and this FOA, including Administrative Policies (see *Section I. Funding Opportunity Description*). If applicable, grantee past performance, comments from State and Federal agencies and other interested parties having contract and grant performance-related information may be considered in this phase of the review process.

In addition, ANA does not fund:

Projects that allow any one community or region to receive a disproportionate share of the funds available for award.

Projects that are essentially identical or similar in whole or in part to previously funded projects proposed by the same applicant, or activities or projects proposed by a consortium that duplicate activities for which any consortium member also receives funding from ANA.

Projects originated and designed by consultants who provide a major role for themselves and are not members of the applicant organization, Tribe, or village.

Projects that do not further the purpose of this funding opportunity or are unlikely to be successful based on the proposed project approach and implementation strategy.

Projects that would require funding on an indefinite or recurring basis or that do not have definitive goals and objectives that will be achieved by the end of the project period.

Projects that contain contingent activities that may impede or indefinitely delay the progress of the project.

Projects that seek to revive Native American languages that do not have any living speakers.

Grant awards are made based on the availability of appropriated funds, and may be awarded in amounts in excess or less than the amount requested or under such circumstances as may be deemed to be in the best interest of the Federal Government. Applicants may be required to reduce or modify the scope of projects based on the amount of approved award.

Applications requesting funds for ineligible projects, listed under *Section III.3. Other*, will not be disqualified from competition, but will not be funded by ANA.

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**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

ANA staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

## **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](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](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 [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **Other Administrative and National Policy Requirements**

ANA manages the discretionary grant program in accordance with 45 CFR 1336 - Native American Programs, which can be found at:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=22367671395357d0a5bfe1c9fe1004ee;rgn=div5;view=text;node=45%3A4.1.2.4.14;idno=45;cc=ecfr#45:4.1.2.4.14.3.1.1>

### **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](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:**

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

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

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities website at [http://www.acf.hhs.gov/grants/msg\\_sf425.html](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:

Quarterly

Financial Reports:

Quarterly

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](http://www.whitehouse.gov/omb/grants_forms).

ANA grantees are required to report project progress using the Objective Progress Report (OPR) (OMB No. 0980-0204, expiration date 08/31/2012) and report financial information using the SF-425 form.

ANA reviews grantee quarterly and annual reports to determine whether the grantee is meeting its goal and objectives and completing activities identified in the OWP. Prior to funding the second or third year of a multi-year grant, ANA requires verification from the grantee that objectives and outcomes proposed in the preceding year were accomplished.

## **VII. Agency Contacts**

### **Program Office Contact**

Sarah Schappert

U.S. Department of Health and Human Services

Administration for Children and Families

Administration for Native Americans

Aerospace Center - 370 L'Enfant Promenade, SW,  
2nd Floor - West  
Washington, DC 20447  
Phone: (877) 922-9262  
Email: [ana@acf.hhs.gov](mailto:ana@acf.hhs.gov)  
URL: <http://www.acf.hhs.gov/programs/ana/>

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

Tim Chappelle  
U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Grants Management  
Aerospace Center - 370 L'Enfant Promenade, SW.  
6th Floor - East  
Washington, DC 20447  
Phone: (202) 401-4855  
Email: [tim.chappelle@acf.hhs.gov](mailto:tim.chappelle@acf.hhs.gov)

### **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](http://www.acf.hhs.gov/grants/grants_resources.html).

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

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

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.Grants.gov) [http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

Administration for Native Americans (ANA) on the Internet <http://www.acf.hhs.gov/programs/ana/>

ANA technical assistance providers offer project development training and pre-application training for potential applicants free of charge. Technical assistance providers may also be contacted within an applicant's region to answer questions.

[http://www.acf.hhs.gov/programs/ana/tech\\_assistance/taRegions.html](http://www.acf.hhs.gov/programs/ana/tech_assistance/taRegions.html)

Project development training materials can be found at:

[http://www.acf.hhs.gov/programs/ana/programs/pre\\_app\\_tta.html#ProjDev](http://www.acf.hhs.gov/programs/ana/programs/pre_app_tta.html#ProjDev).

Pre-application training dates and locations can be found at:

[http://www.acf.hhs.gov/programs/ana/programs/pre\\_app\\_tta.html#PreApp](http://www.acf.hhs.gov/programs/ana/programs/pre_app_tta.html#PreApp).

## Application Checklist

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

What to Submit	Where Found	When to Submit
<b>SF-424 - Application for Federal Assistance</b> <b>and</b> <b>SF-P/PSL - Project/Performance Site Location(s)</b>	Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://www.grants.gov/agencies/aforms_repository_information.jsp">http://www.grants.gov/agencies/aforms_repository_information.jsp</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
<b>SF-424A - Budget Information - Non-Construction Programs</b> <b>and</b> <b>SF-424B - Assurances - Non-Construction Programs</b>	Referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>

<p><b>SF-LLL - Disclosure of Lobbying Activities</b></p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2.</i> and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>If 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.</p>
<p><b>Certification Regarding Lobbying</b></p>	<p>Referenced in <i>Section IV.2.</i> of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	<p>Submission is due 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.</p>
<p><b>Survey on Ensuring Equal Opportunity for Applicants</b></p>	<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 <i>Section IV.2.</i> of the announcement. The survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>The survey will not count in the page limitations.</p>	<p><b>Submission is voluntary.</b> 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.</p>
<p><b>Maintenance of Effort (MOE) Certification</b></p>	<p>Referenced in <i>Section IV.2.</i> Forms, Assurances, and Certifications. A copy of a standard MOE is available at <a href="http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm">http://www.acf.hhs.gov/programs/ofs/grants/maintain.htm</a>. 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.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p>

<p><b>Table of Contents</b></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>ANA Project Abstract Form (OMB Control Number 0980-0204)</p>	<p>Referenced in Section IV.2. of this announcement. The Project Abstract form and a description of what to include can be found on the ANA website. Please see the following links: Description: <a href="http://www.acf.hhs.gov/programs/ana/relevant/forms/pa_description.html">http://www.acf.hhs.gov/programs/ana/relevant/forms/pa_description.html</a> Form <a href="http://www.acf.hhs.gov/programs/ana/programs/forms.html">http://www.acf.hhs.gov/programs/ana/programs/forms.html</a> If submitting via www.grants.gov, please refer to the Grants.gov guidance package for additional instructions on how to fill out this form.</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>
<p><b>The Project Description</b></p>	<p>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.</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><b>Project Sustainability Plan</b></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><b>The Project Budget and Budget Justification</b></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</p>

		<p>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>ANA Objective Work Plan (OMB Control Number 0980-0204)</p>	<p>Referenced in Sections IV.2. and V.1. of this announcement. The OWP form and a description of what to include can be found on the ANA website.</p> <p>Please see the following links:</p> <p>Description: <a href="http://www.acf.hhs.gov/programs/ana/relevant/forms/OWP_description.html">http://www.acf.hhs.gov/programs/ana/relevant/forms/OWP_description.html</a></p> <p>Form: <a href="http://www.acf.hhs.gov/programs/ana/programs/forms.html">http://www.acf.hhs.gov/programs/ana/programs/forms.html</a></p> <p>If submitting via <a href="http://www.grants.gov">www.grants.gov</a>, please refer to the Grants.gov guidance package for additional instructions on how to submit the OWP.</p>	<p>Submission due by application due date found in <i>Overview</i> and <i>Section IV.3</i>.</p>
<p>Board Resolution</p>	<p>Referenced in Section III.3. of the announcement.</p>	<p>Submission due by application due date found in <i>Overview</i> and <i>Section IV.3</i>.</p>
<p>Governing Body Documentation</p>	<p>Reference in Section III.3. of the announcement.</p>	<p>Submission due by application due date found in <i>Overview</i> and <i>Section IV.3</i>.</p>
<p><b>Proof of Non-Profit Status</b></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</p>

		grant.
<b>Commitment of Non-Federal Resources</b>	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement. Proof of the commitment of Non-Federal Resources may be included in the appendices to the application package.	Submission is due by the application due date found in the Overview and in <i>Section IV.3. Submission Dates and Times</i> .
Indirect Cost Agreement	Referenced in Section IV.2 of the announcement under "Indirect Charges" in the "Budget and Budget Justification."	Submission due by date of award.
Other Attachments	Referenced in Sections IV.2. and V.1. of the announcement.	Submission due by application due date found in Overview and Section IV.3.

## Appendices